



BOARD OF TECHNICAL PROFESSIONS

2525 W. Main St., Suite 211 | Rapid City, SD 57702

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dlr.sd.gov/btp

1.0 Opening of the Meeting

Meeting Agenda
South Dakota Board of Technical Professions
Clock Tower Plaza; 2525 West Main St., Suite 211; Rapid City, SD

To join the meeting via **Zoom**, use the link below:

- [Click here to join the meeting](#)
- Meeting ID: 952 1969 8629
 - Passcode: 401676

To listen to the meeting via **conference call**, please use the following information:

- Call: +1-669-444-9171

Friday, March 31, 2023, 8:30 a.m. MDT

- 1.0 Opening of the meeting
 - 1.1 Roll Call
 - 1.2 Approval of the agenda
 - 1.3 Public Comments

- 2.0 Action Items
 - 2.1 Approval of Minutes of January 27, 2023, Meeting
 - 2.2 Approval of Financial Reports – January and February 2023
 - 2.3 Approval of Records Retention and Destruction Schedule Revision

- 3.0 Information
 - 3.1 NCEES Bylaws 2023 Proposed Revisions
 - 3.2 NCARB Eliminates Rolling Clock
 - 3.3 NCARB US and UK Reciprocity Agreement

- 4.0 Activities report ending February 2023

- 5.0 Investigation reports
 - 5.1 Case 21-07 Agreed Settlement
 - 5.2 Case 23-01 Agreed Settlement
 - 5.3 Discussion on hearing process

- 6.0 Executive Session pursuant to SDCL 1-25-2, as necessary

- 7.0 Unfinished Business – Action Items

- 8.0 New Business

- 9.0 PDH Audits

- 10.0 Approvals
 - 10.1 Approval of Passed Exams

- 10.1.1 FE Exam
- 10.1.2 FS Exam
- 10.1.3 PE Exam
- 10.1.4 PS Exam
- 10.2 Approval to Take Exams
 - 10.2.1 FE Examinees
 - 10.2.2 FS Examinees
 - 10.2.3 PE Examinees
 - 10.2.4 PS Examinees
- 10.3 Approval to License by Exam
 - 10.3.1 Architects by exam
 - 10.3.2 Landscape Architect by exam
 - 10.3.3 Remediator by exam
- 10.4 Approval of Individuals by Comity
 - 10.4.1 Architect
 - 10.4.2 Landscape Architect
 - 10.4.3 Land Surveyor
 - 10.4.4 Professional Engineer
- 10.5 Approval of Business License

- 11.0 Upcoming Meeting Dates

- 12.0 Adjournment

2.0 Action Items

Meeting Minutes
South Dakota Board of Technical Professions
Clock Tower Plaza, Conference Room, 2525 W. Main St. Suite 211
January 27, 2023, 8:00 a.m. MST

Opening of the Meeting

Chair Catherine Dekkenga called the meeting to order at 8:00 a.m. A quorum was present.

Members Present: Catherine Dekkenga, Ryan Callaghan, Mike Albertson, Colby Flynn, Steve Peters, and Steve Thingelstad.

Members Absent: Jared Carda.

Others Present: Mike Bender, Nebraska/Dakota Chapter ASLA; Bruce Raddatz; Dirk Westercamp; Cory Biegler; Sherrie Dyer, Executive Director; Carrie Kerr, Program Assistant; Kimberly Haibeck, Senior Secretary; Jerry McCabe, Legal Counsel.

Approval of the Agenda

Chair Dekkenga asked if there were any revisions to the meeting agenda as published. No items were added.

IT WAS MOVED by Peters and seconded by Thingelstad that the board of directors approve the published meeting agenda. **MOTION CARRIED.**

Public Comments

The chair opened the floor for public comments:

Bruce Raddatz petitioned the board to consider waiving the PDH requirement for him, due to his age, location, and that he had exhausted online PDH options. The Board agreed to consider his request.

Bruce Raddatz left the meeting at 8:09 a.m.

Action Items

IT WAS MOVED by Peters and seconded by Callaghan that the board of directors approve the November 18, 2022, meeting minutes. **MOTION CARRIED**

IT WAS MOVED by Peters and seconded by Thingelstad that the board of directors approve the financial statements through December 2022. **MOTION CARRIED**

Information

Executive Director Dyer provided summary on information from NCEES regarding future changes to exams and supporting materials and Central Zone Secretary nominations.

Activities Report

The Board discussed the activities report ending December 2022.

Investigation Report

Attorney McCabe discussed updates on investigation report:

Case 22-01 PE – Unlicensed Practice – Agreed Settlement

IT WAS MOVED by Callaghan and seconded by Peters that the board of directors approve the settlement. **MOTION CARRIED**

Executive Session

There was no executive session.

Dirk Westercamp joined the meeting at 8:18 a.m.

Unfinished Business – Action Items

Executive Director Dyer provided an update on unfinished business action items. Most items are ongoing. For Marketing and Outreach, contact has been initiated with S.D. universities to request information on upcoming career fairs, to speak with students about the importance of licensure. Work is progressing on the File Director program. Once it is completely in place, plans are to begin uploading new applications to aid in the move to digital retention. The Records Retention Policy is currently being reviewed for clarity and cohesion.

New Business

Chair Dekkenga asked if anyone had New Business items. Executive Director Dyer reported that a former Board policy needed review. The Board discussed the policy and decided the policy was inconsistent with SDCL and ARSD and therefore should be rescinded.

IT WAS MOVED by Peters and seconded by Albertson that the board of directors rescind the January 18, 2008, Board policy. **MOTION CARRIED**

PDH Audits

The Board discussed pending PDH Audits.

Approvals

IT WAS MOVED by Callaghan and seconded by Albertson that the board of directors approve the following examinees that passed the Fundamentals of Engineering (FE) Exam. **MOTION CARRIED**

Name	Exam	Certificate #
Allen, Cody	FE	E-13288
Gutknecht, Austin Samuel	FE	E-13289
Ezugu, Chidera Immanuela	FE	E-13290
Redekopp, Emily Joy	FE	E-13291

Goulet, Samantha	FE	E-13292
Berndt, Jarod	FE	E-13293
Worley, Andrew William	FE	E-13294
Van Marel, Ryan Alan	FE	E-13295
Sapkota, Sambhu	FE	E-13296
Elgert, Jesse Joseph	FE	E-13297
Roessler, Clay Thomas	FE	E-13298
Knight, Kaitlyn Sue	FE	E-13299
Barbour, Kaleb	FE	E-13300
Leader, Logan Joseph	FE	E-13301
Hyla, Blake	FE	E-13302
Rader-Hunt, Ethan	FE	E-13303
Buteyn, Isaac	FE	E-13304
Reed, Jordan	FE	E-13305
Finn, Ryan	FE	E-13306
Zoeller, Joseph	FE	E-13307
Eliason, Evan	FE	E-13308
Linke, Nathan	FE	E-13309
Dammann, Charles	FE	E-13310
Feldhaus, Kordell	FE	E-13311
Stiller, Blake	FE	E-13312
Harvey, Samara	FE	E-13313
Thompson, Erik	FE	E-13314
Verros, Nathan	FE	E-13315
Strong, Zakary	FE	E-13317

IT WAS MOVED by Albertson and seconded by Callaghan that the board of directors approve the following examinees that passed the Principles and Practice of Engineering (PE) Exam. **MOTION CARRIED**

Name	License #	Exam
Hewitt, Zachary James	16168	EE – Electrical and Computer
Westhoff, Jonathan	16169	CE- Civil
Zobel, Matthew Christian	16170	CE- Civil
Dejong, Austin	16171	CE- Civil
Dennis, Shane	16172	CE- Civil

IT WAS MOVED by Callaghan and seconded by Albertson that the board of directors approve the following examinees to take the Fundamentals of Engineering (FE) Exam as available. **MOTION CARRIED.**

Last Name	First Name	Exam
Aldwasari	Saad	FE
Aljizani	Hassan	FE
Alsharari	Mamdouh	FE
Anderson	Josiah	FE
Austin	Trever	FE
Becker	Joshua	FE
Christen	Luke	FE
Colman	Erick	FE
Debale	Gezahegne	FE
Decker	Cody	FE
Eickhoff	Erick	FE
Flack	Jayla	FE
Fogelson	Tyler	FE
Fuller	Christian	FE
Good	Cameron	FE
Griesse	Kade	FE
Hall	Ransom	FE
Hall	Alexander	FE
Hatch	Brett	FE
Hodkinson	Connor	FE
Huizenga	Caleb	FE
Ihrke	Samuel	FE
Johnson	Ezekiel	FE
Karpen	Mason	FE
Kennington	Blake	FE

Last Name	First Name	Exam
Kiehn	John	FE
Kime	Abed-Nego	FE
Kittelson	Rick	FE
Kleinsasser	Travis	FE
Kleven	Jacob	FE
Krommendyk	Spencer	FE
Lakmann	Dalton	FE
Louwagie	Benjamin	FE
Martinez	George	FE
McDonald	Mason	FE
McFarlane	Jayda	FE
Melstad	Logan	FE
Moberg	Jason	FE
Mohr	Quinton	FE
Robertson	Curran	FE
Selan	Jacob	FE
Shepardson	Cole	FE
Slagel	Braeden	FE
Sobczak	Ben	FE
Stadlman	Morgan	FE
Stern	Nicholas	FE
Stone	Megan	FE
Taylor	Justin	FE
Wallner	Nicholas	FE

IT WAS MOVED by Callaghan and seconded by Albertson that the board of directors approve the following examinees to take the Principles and Practice of Engineering (PE) Exam as available. **MOTION CARRIED.**

Name	City	State	Exam
Girard, Jenna	Sioux Falls	SD	PE
Nelson, Troy	Aberdeen	SD	PE
Sitter, Daniel	Ortonville	MN	PE
Wrasper, Morgan	Tea	SD	PE
Wright, Ryan	Rapid City	SD	PE

IT WAS MOVED by Peters and seconded by Thingelstad that the board of directors approve the following examinee to take the Principles and Practice of Surveying (PS) Exam as available. **MOTION CARRIED.**

Name	City	State	Exam
Van Beek, John Raymond	Rapid City	SD	PS

IT WAS MOVED by Albertson and seconded by Peters that the board of directors license the following by Remediator Exam. **MOTION CARRIED.**

Name	City	State	Profession	License #
Wilson, Seth	Minneapolis	MN	R	10171

IT WAS MOVED by Dekkenga and seconded by Albertson that the board of directors license the following Architects (AR) by comity. **MOTION CARRIED.**

Name	City	State	Profession	License #
Becker, Aaron	Germantown	IL	AR	16177
Cisar, Kurtis	Omaha	NE	AR	16178
Creech, Alan Austin	Houston	TX	AR	16179
Davis, Donald	Frisco	TX	AR	16180
Dorin, Andrew Robert	Winter Park	FL	AR	16181
Koch, Jeffry	Rose Hill	KS	AR	16182
Reilly, Sean	Falls Church	VA	AR	16183
Tedrow, Thomas	Snellville	GA	AR	16184
Tertichny, Melissa	Smyrna	GA	AR	16185
Tyschper, Keith	Long Beach	CA	AR	16187
Twiss, Michael	Troy	OH	AR	16186
Westercamp, Dirk	Des Moines	IA	AR	16188
Wolf, Anthony	Fargo	ND	AR	16189

IT WAS MOVED by Dekkenga and seconded by Thingelstad that the board of directors license the following Landscape Architects (LA) by comity. **MOTION CARRIED.**

Name	City	State	Profession	License #
Earnhart, Jane Kathryn	Springfield	MO	LA	16174
Patten, David	Minneapolis	MN	LA	16175
Rose, Debra	Bozeman	MT	LA	16176

IT WAS MOVED by Thingelstad and seconded by Peters that the board of directors license the following Land Surveyors (LS) by comity. **MOTION CARRIED.**

Name	City	State	Profession	License #
Osen, Thomas	Williston	ND	LS	16190
Schoot, Eric	Stevens Point	WI	LS	16191

IT WAS MOVED by Thingelstad and seconded by Peters that the board of directors table the following Land Surveyor (LS) comity application for additional information. **MOTION CARRIED.**

Name	City	State	Profession	Comments
Dodge, Ty	Clear Lake	WI	LS	Tabled for additional information

IT WAS MOVED by Callaghan and seconded by Albertson that the board of directors license the following Professional Engineers (PE) by comity. **MOTION CARRIED.**

Name	City	State	Profession	License #
Alstadt, Kristin	Fergus	MN	PE	16192
Barr, Aaron	Houston	TX	PE	16193
Bhalja, Manan	Chino Hills	CA	PE	16194
Boechler, Mary	Fargo	ND	PE	16195
Boswell, Robert	Abilene	TX	PE	16196
Carter, Alan	Port St. Lucie	FL	PE	16257
Charret, Timothy	Happy Valley	OR	PE	16197
Cibulskis, Tom	Plainfield	IL	PE	16199
Clapman, Michael	Richmond	VA	PE	16200
Clark, Kristine	DeSoto	TX	PE	16201
Chauvin, Mark Robert	Minneapolis	MN	PE	16198
Davis, Benjamin	Kingfield	ME	PE	16202
Davis, Michael	Elmwood	WI	PE	16203
Deutsch, Caitlyn	Sioux Falls	SD	PE	16204
Dewald, Nicholas Rupert	Meridian	ID	PE	16205
DeWit, Nathan	Garretson	SD	PE	16206
Dobbins, Wesley	Adairsville	GA	PE	16207
Duescher, Christopher	Green Bay	WI	PE	16208
Duininick, Roy	Prinsburg	MN	PE	16209
Edelstein, Andrew	Minneapolis	MN	PE	16210
Giles-Huntsberger, Brittany	Huntly	MT	PE	16211

Gow, Kyle	Eagan	MN	PE	16212
Gressler, Steven	Fairview	PA	PE	16213
Griffin, Thomas	Meadville	MS	PE	16214
Haase, Ryan	Plymouth	MN	PE	16215
Hagen, Cameron	Eden Prairie	MN	PE	16216
Hardy, Justin	Power Springs	GA	PE	16217
Hartman, Craig	Visalia	CA	PE	16218
Hillenbrand, Jeffrey	Evansville	IN	PE	16219
Howard, Chad	Pierre	SD	PE	16220
Hughes, Barry	League City	TX	PE	16221
Jolley, Milan	Tucker	GA	PE	16222
Kaley, Scott	Loveland	CO	PE	16223
Kelley, Brian	Gretna	NE	PE	16224
Kirk, Darren	Parker	CO	PE	16225
Knudsen, Teaguean	Williston	ND	PE	16226
Koerner, Tiffany	Elgin	IL	PE	16227
Korman, Paul	Minneapolis	MN	PE	16228
Leichty, Andrew	Portland	OR	PE	16229
Lewis, Andrew	Pearland	TX	PE	16230
Lindberg, Gregory	Minneapolis	MN	PE	16231
Maruszewski, Kristin	Denver	CO	PE	16232
May, Michael	Highlands Ranch	CO	PE	16233
McHale, Cory	Des Moines	IA	PE	16234
McGuigan, Gregory	Park Ridge	IL	PE	16235
Metcalfe, Michael	Castle Rock	CO	PE	16236
Monokroussos, Nicholas	Evansville	IN	PE	16237
Muggli, Scott	Bismarck	ND	PE	16238
Munnings, Robert	Mundelein	IL	PE	16239
Peterman, Amanda	Lebanon	OR	PE	16240
Piaskowski, Jeffrey	De Pere	WI	PE	16241
Potter, Astrid	Silverton	OR	PE	16242
Schabron, Christopher	Cheyenne	WY	PE	16243
Springer, Jay	Havre,	MT	PE	16244
Staudt, Daniel	Converse	TX	PE	16245
Stoll, Koburn Carl	Piedmont	SD	PE	16246
Thomas, David Matthew	Minneapolis	MN	PE	16247
Tomfohrde, Peter	Watertown	MN	PE	16248
Tomicevic, Daniel	Glenview	IL	PE	16249
Turner, Patrick Alan	Bixby	OK	PE	16250
Vertrees, Joseph	Brea	CA	PE	16251
Weich, Nicholas	Topeka	KS	PE	16252
Whelan, David	Cincinnati	OH	PE	16253
Whittinghill, Chad	Stoughton	WI	PE	16254
Wong, Lewis	Murray	UT	PE	16255
Zunkel, Gary	Ames	IA	PE	16256

IT WAS MOVED by Callaghan and seconded by Albertson that the board of directors table the following Professional Engineers (PE) comity application until the May Meeting. **MOTION CARRIED.**

Name	City	State	Profession	Comments
Dux, Darin	Pella	IA	PE	Tabled until May Meeting

IT WAS MOVED by Albertson and seconded by Callaghan that the board of directors ratify the following business applications from the November 18, 2022, Board Meeting. **MOTION CARRIED.**

Company Name	State	Profession	License#
ADC Engineering Inc.	SC	LA/PE	C-8617
Angelo Architectural Associates LLC	IA	AR	C-8626
AM Structures Inc.	FI	PE	C-8627
A S E C Inc	CO	PE	C-8628
Astute Engineering Solutions	MO	PE	C-8629
Baker Barrios Architects Inc	FL	AR	C-8630
BTC Engineering PLLC	NC	PE	C-8631
Davidson Architecture & Engineering LLC	KS	AR	C-8632
DJL Engineering PLLC	NY	PE	C-8633
Hilltop Farms Structural Engineering Consultants	AL	PE	C-8634
In Control Inc.	MN	PE	C-8635
JSD Professional Services Inc	WI	LS/PE	C-8636
Juhl Energy Inc, dba Power Engineers Collaborative	WI	PE	C-8637
L2 Engineering, LLC	OH	PE	C-8638
Midwest Structure Engineering, Inc	WI	PE	C-8639
Mountain Productions Inc	PA	PE	C-8640
Mueting Engineering	KS	PE	C-8641
Peterson-Staggs Architects, LLP	ID	AR	C-8642
Rogue Sky LLC	OR	PE	C-8643
SafeBasement	MN	PE	C-8644
Soil and Materials Engineers Inc	MI	PE	C-8645

IT WAS MOVED by Albertson and seconded by Dekkenga that the board of directors approve the following business applications. **MOTION CARRIED.**

Company Name	City	State	Profession	License#
Boundary Pro PLLC	Ottertail	MN	LS	C-8647
Cellsite Solutions	Cedar Rapids	IA	PE	C-8648
Centerline Structural Engineering PLLC	Vineyard	UT	PE	C-8649
Dale Miller Engineering	Scottsdale	AZ	PE/LS	C-8650
Integrity Engineering	Greenbay	WI	PE	C-8651
Freezer Engineering LLC	Castle Rock	CO	PE	C-7557
Glasoe Survey	Dickinson	ND	LE	C-8652
Gray AE PSC	Lexington	KY	PE/AR	C-8653

Structural Integrity Associates Inc.	Huntersville	NC	PE	C-8654
Thomas D. Griffin P.E.	Meadville	MS	PE	C-8655
Half Associates Inc.	Richardson	TX	PE/LS	C-8656
Converge Engineering LLC	Marietta	GA	PE	C-8657
Hartman Engineering	Clarence	NY	PE	C-8659
Hatch Associates Consultants Inc.	Pittsburgh	PA	PE	C-8660
Horwitz LLC	New Hope	MN	PE	C-8661
Insite RE Inc.	Thornton	CO	PE	C-8662
PECGA LLC	Tucker	GA	PE	C-8663
Integrated Mechanical	Fort Collins	CO	PE	C-8664
Integrity Engineering	Green Bay	WI	PE	C-8651
Weitz Professional Services	Minneapolis	MN	PE	C-8665
Landpoint LLC.	Fort Worth	TX	LS	C-8666
Miller Consulting Engineers Inc.	Portland	OR	PE	C-8667
Lucent Engineering P.C.	Lehi	UT	PE	C-8668
Fire & Risk Alliance	Rockville	MD	PE	C-8669
McNealy Engineering Inc.	Saint Louis	MO	PE	C-8670
Modjeski Engineering	Palm Harbor	FL	PE	C-8671
Monghate Engineering	Little Elm	TX	PE	C-8672
4 th Dimension Surveying & Consultants Inc.	Williston	ND	LS	C-8673
RC Hunt Electric	West Valley City	UT	PE	C-8674
Kerns Group Architects P.C.	Falls Church	VA	AR	C-8675
Ridgeline Project Management PLLC	Oro Valley	AZ	PE	C-8676
NCS Structural Engineering	Cheyenne	WY	PE	C-8677
Snow Kreilich Architects	Minneapolis	MN	AR	C-8678
Snyder and Stanley Engineering	Saginaw	MI	PE	C-8679
Stanley D Lindsey & Assoc. LTD	Brentwood	TN	PE	C-8680
Power Engineering Services Inc.	Converse	TX	PE	C-8681
Stagebarn Engineering, Construction & Timber Svc.	Piedmont	SD	PE	C-8682
Tedrow Design Group P.C.	Snellville	GA	AR	C-8683
The Electric Cupcake LLC	Oriental	NC	PE	C-8684
R.T. Moore Co. MN Inc.	Eden Prairie	MN	PE	C-8685
True North Engineering Inc.	Placentia	CA	PE	C-8686
The MT Studio LLC	Troy	OH	AR	C-8687

Vertrees A&E	Brea	CA	PE	C-8688
West Peak Energy LLC.	Windsor	CO	PE	C-8689
Studio 192 Company	Des Moines	IA	AR	C-8690
Whittinghill Engineering LLC	Stoughton	WI	PE	C-8691
Techstyle	Ames	IA	PE	C-8692

Annual, Zone, & Upcoming meetings:

DATES	MEETING	PLACE	BOARD ATTENDEES	PAID BY
March 2-4, 2023	NCARB – MBE Workshop and Region 5 Summit	Honolulu, HI	Dekkenga, Carda, Dyer, McCabe, Thingelstad	NCARB
April 27-29, 2023	NCEES All Zone meeting	Houston, TX	Callaghan, Thingelstad, Dyer	NCEES
June 15-17, 2023	NCARB Annual Meeting	Tampa, FL	Dekkenga, Dyer	NCARB
August 15-18, 2023	NCEES Annual Business Meeting	Boston, MA	Dyer	NCEES

FUTURE MEETING DATES (all times MT)

March 24, 2023 8:30 a.m. Zoom meeting
 May 19, 2023 8:30 a.m. Virtual meeting
 July 28, 2023 8:30 a.m. Virtual meeting

IT WAS MOVED by Peters and seconded by Thingelstad that the board of directors adjourn the meeting. **MOTION CARRIED.**

Adjournment of Meeting

All business having come before the board was concluded and Chair Dekkenga adjourned the meeting at 9:11 a.m.

Sherrie Dyer
 Executive Director

STATE OF SOUTH DAKOTA
CASH CENTER BALANCES
AS OF: 01/31/2023AGENCY: 10 LABOR & REGULATION
BUDGET UNIT: 1035 BOARD OF TECHNICAL PROFESSIONS - INFO

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	103500061808	1140000	782,342.29	DR	BOARD OF TECHNICAL PROFESSIONS
COMPANY/SOURCE TOTAL 6503 618			782,342.29	DR *	
COMP/BUDG UNIT TOTAL 6503 1035			782,342.29	DR **	
BUDGET UNIT TOTAL 1035			782,342.29	DR ***	

STATE OF SOUTH DAKOTA
 MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
 FOR PERIOD ENDING: 01/31/2023

AGENCY 10 LABOR & REGULATION
 BUDGET UNIT 1035 BOARD OF TECHNICAL PROFESSIONS - INFO
 CENTER-5 10350 BOARD OF TECHNICAL PROFESSIONS

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
COMPANY NO		6503				
COMPANY NAME		PROFESSIONAL & LICENSING BOARDS				
103500061808	6503	51010100	F-T EMP SAL & WAGES	13,294.97	110,601.21	
103500061808	6503	51010300	BOARD & COMM MBRS FEES	.00	2,880.00	
ACCT: 5101		EMPLOYEE SALARIES		13,294.97	113,481.21	*
103500061808	6503	51020100	OASI-EMPLOYER'S SHARE	1,418.69	8,088.49	
103500061808	6503	51020200	RETIREMENT-ER SHARE	797.72	5,973.51	
103500061808	6503	51020600	HEALTH/LIFE INS.-ER SHARE	2,555.20	19,440.50	
103500061808	6503	51020800	WORKER'S COMPENSATION	31.92	265.68	
103500061808	6503	51020900	UNEMPLOYMENT COMPENSATION	1.70	14.45	
103500061808	6503	51021100	MOVING EXPENSES	5,833.33	5,833.33	
ACCT: 5102		EMPLOYEE BENEFITS		10,638.56	39,615.96	*
ACCT: 51		PERSONAL SERVICES		23,933.53	153,097.17	**
103500061808	6503	52030100	AUTO-STATE OWNED-IN STATE	171.60	179.85	
103500061808	6503	52030200	AUTO PRIV (IN-ST.) L/RTE	.00	79.12	
103500061808	6503	52030300	AUTO-PRIV (IN-ST.) H/RTE	.00	1,132.86	
103500061808	6503	52031000	LODGING/IN-STATE	.00	376.12	
103500061808	6503	52031400	TAXABLE MEALS/IN-STATE	.00	28.00	
103500061808	6503	52031500	NON-TAXABLE MEALS/IN-ST	.00	262.00	
ACCT: 5203		TRAVEL		171.60	2,057.95	*
103500061808	6503	52040200	DUES & MEMBERSHIP FEES	11,015.00	16,300.00	
103500061808	6503	52040500	COMPUTER CONSULTANT	.00	467.50	
103500061808	6503	52041800	COMPUTER SERVICES-STATE	518.25	3,109.50	
103500061808	6503	52041810	BIT DEVELOPMENT COSTS	.00	76.00	
103500061808	6503	52042000	CENTRAL SERVICES	555.77	4,397.33	
103500061808	6503	52042200	EQUIPMENT SERV & MAINT	193.89	690.72	
103500061808	6503	52042300	JANITORIAL & MAINT SERV	481.30	1,712.42	
103500061808	6503	52043300	COMPUTER SOFTWARE LEASE	67.25	67.25	
103500061808	6503	52045210	REVENUE BOND LEASE PYMTS	.00	557.56	
103500061808	6503	52045250	REVENUE BOND LEASE PYMTS	2,472.00	17,304.00	
103500061808	6503	52045300	TELECOMMUNICATIONS SRVCS	544.05	3,948.89	
103500061808	6503	52047400	BANK FEES AND CHARGES	1,614.40	7,344.93	
103500061808	6503	52049600	OTHER CONTRACTUAL SERVICE	350.00	1,019.58	
ACCT: 5204		CONTRACTUAL SERVICES		17,811.91	56,995.68	*
103500061808	6503	52050200	OFFICE SUPPLIES	1,909.44	5,209.13	
103500061808	6503	52053500	POSTAGE	5,000.00	10,000.00	
ACCT: 5205		SUPPLIES & MATERIALS		6,909.44	15,209.13	*
103500061808	6503	52079010	COMPUTER HARDWARE	.00	3,973.34	
103500061808	6503	520790100	COMPUTER HARDWARE	.00	69.99	
ACCT: 5207		CAPITAL OUTLAY		.00	4,043.33	*
103500061808	6503	5228000	OPER TRANS OUT -NON BUDGT	847.59	5,127.79	

STATE OF SOUTH DAKOTA
 MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
 FOR PERIOD ENDING: 01/31/2023

AGENCY 10 LABOR & REGULATION
 BUDGET UNIT 1035 BOARD OF TECHNICAL PROFESSIONS - INFO
 CENTER-5 10350 BOARD OF TECHNICAL PROFESSIONS

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
ACCT:	5228		NONOP EXP/NONBGTD OP TR	847.59	5,127.79	*
ACCT:	52		OPERATING EXPENSES	25,740.54	83,433.88	**
COMP:	6503		PROFESSIONAL & LICENSING BOARDS	49,674.07	236,531.05	***
CENTER:	103500061808			49,674.07	236,531.05	****
B UNIT:	1035			49,674.07	236,531.05	*****

STATE OF SOUTH DAKOTA
 REVENUE SUMMARY BY BUDGET UNIT
 FOR PERIOD ENDING: 01/31/2023

AGENCY 10 LABOR & REGULATION
 BUDGET UNIT 1035 BOARD OF TECHNICAL PROFESSIONS - INFO

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
COMPANY NO	6503					
COMPANY NAME	PROFESSIONAL & LICENSING BOARDS					
103500061808	6503	4293947	EXAM FEE-ENG/ARCH	.00	700.00	
103500061808	6503	4293948	RENEWAL CERT-ENG/ARCH	39,163.55	124,443.55	
103500061808	6503	4293949	APPLICATION FEE-ENG/AR	8,500.00	38,100.00	
103500061808	6503	4293950	OTHER ENGINEERING FEE	.00	60.00	
ACCT:	4293	BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)		47,663.55	163,303.55	*
ACCT:	42	LICENSES, PERMITS & FEES		47,663.55	163,303.55	**
103500061808	6503	4391902	LATE FEE - ENG/ARCH	2,400.00	8,600.00	
ACCT:	4391	FINES (NON-GOVERNMENTAL)		2,400.00	8,600.00	*
ACCT:	43	FINES, FORFEITS & PENALTIES		2,400.00	8,600.00	**
103500061808	6503	4920045	NONOPERATING REVENUES	.00	5,976.95	
ACCT:	4920	NONOPERATING REVENUE		.00	5,976.95	*
ACCT:	49	OTHER REVENUE		.00	5,976.95	**
CNTR:	103500061808			50,063.55	177,880.50	***
COMP:	6503			50,063.55	177,880.50	****
B UNIT:	1035			50,063.55	177,880.50	*****

STATE OF SOUTH DAKOTA
CASH CENTER BALANCES
AS OF: 02/28/2023

AGENCY: 10 LABOR & REGULATION
BUDGET UNIT: 1035 BOARD OF TECHNICAL PROFESSIONS - INFO

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	103500061808	1140000	754,607.79	DR	BOARD OF TECHNICAL PROFESSIONS
COMPANY/SOURCE TOTAL 6503 618			754,607.79	DR *	
COMP/BUDG UNIT TOTAL 6503 1035			754,607.79	DR **	
BUDGET UNIT TOTAL 1035			754,607.79	DR ***	

STATE OF SOUTH DAKOTA
 MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
 FOR PERIOD ENDING: 02/28/2023

AGENCY 10 LABOR & REGULATION
 BUDGET UNIT 1035 BOARD OF TECHNICAL PROFESSIONS - INFO
 CENTER-5 10350 BOARD OF TECHNICAL PROFESSIONS

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
COMPANY NO		6503				
COMPANY NAME		PROFESSIONAL & LICENSING BOARDS				
103500061808	6503	51010100	F-T EMP SAL & WAGES	14,149.10	124,750.31	
103500061808	6503	51010300	BOARD & COMM MBRS FEES	900.00	3,780.00	
ACCT:	5101	EMPLOYEE SALARIES		15,049.10	128,530.31	*
103500061808	6503	51020100	OASI-EMPLOYER'S SHARE	1,105.96	9,194.45	
103500061808	6503	51020200	RETIREMENT-ER SHARE	848.95	6,822.46	
103500061808	6503	51020600	HEALTH/LIFE INS.-ER SHARE	2,583.23	22,023.73	
103500061808	6503	51020800	WORKER'S COMPENSATION	33.95	299.63	
103500061808	6503	51020900	UNEMPLOYMENT COMPENSATION	1.82	16.27	
103500061808	6503	51021100	MOVING EXPENSES	.00	5,833.33	
ACCT:	5102	EMPLOYEE BENEFITS		4,573.91	44,189.87	*
ACCT:	51	PERSONAL SERVICES		19,623.01	172,720.18	**
103500061808	6503	52030100	AUTO-STATE OWNED-IN STATE	.00	179.85	
103500061808	6503	52030200	AUTO PRIV (IN-ST.) L/RTE	.00	79.12	
103500061808	6503	52030300	AUTO-PRIV (IN-ST.) H/RTE	.00	1,132.86	
103500061808	6503	52031000	LODGING/IN-STATE	.00	376.12	
103500061808	6503	52031400	TAXABLE MEALS/IN-STATE	.00	28.00	
103500061808	6503	52031500	NON-TAXABLE MEALS/IN-ST	.00	262.00	
103500061808	6503	52033500	NON-TAXABLE MEALS/OUT-ST	84.00	84.00	
ACCT:	5203	TRAVEL		84.00	2,141.95	*
103500061808	6503	52040200	DUES & MEMBERSHIP FEES	.00	16,300.00	
103500061808	6503	52040500	COMPUTER CONSULTANT	.00	467.50	
103500061808	6503	52041800	COMPUTER SERVICES-STATE	623.25	3,732.75	
103500061808	6503	52041810	BIT DEVELOPMENT COSTS	.00	76.00	
103500061808	6503	52042000	CENTRAL SERVICES	217.00	4,614.33	
103500061808	6503	52042200	EQUIPMENT SERV & MAINT	193.53	884.25	
103500061808	6503	52042300	JANITORIAL & MAINT SERV	450.00	2,162.42	
103500061808	6503	52043300	COMPUTER SOFTWARE LEASE	.00	67.25	
103500061808	6503	52045210	REVENUE BOND LEASE PYMTS	.00	557.56	
103500061808	6503	52045250	REVENUE BOND LEASE PYMTS	2,472.00	19,776.00	
103500061808	6503	52045300	TELECOMMUNICATIONS SRVCS	538.51	4,487.40	
103500061808	6503	52047400	BANK FEES AND CHARGES	1,027.94	8,372.87	
103500061808	6503	52049600	OTHER CONTRACTUAL SERVICE	.00	1,019.58	
ACCT:	5204	CONTRACTUAL SERVICES		5,522.23	62,517.91	*
103500061808	6503	52050200	OFFICE SUPPLIES	920.60	6,129.73	
103500061808	6503	52053500	POSTAGE	.00	10,000.00	
ACCT:	5205	SUPPLIES & MATERIALS		920.60	16,129.73	*
103500061808	6503	52079010	COMPUTER HARDWARE	6,931.35	10,904.69	
103500061808	6503	520790100	COMPUTER HARDWARE	.00	69.99	
ACCT:	5207	CAPITAL OUTLAY		6,931.35	10,974.68	*
103500061808	6503	5228000	OPER TRANS OUT -NON BUDGT	950.16	6,077.95	

STATE OF SOUTH DAKOTA
 MONTHLY OBJECT/SUB-OBJECT REPORT BY BUDGET UNIT
 FOR PERIOD ENDING: 02/28/2023

AGENCY 10 LABOR & REGULATION
 BUDGET UNIT 1035 BOARD OF TECHNICAL PROFESSIONS - INFO
 CENTER-5 10350 BOARD OF TECHNICAL PROFESSIONS

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
ACCT:	5228	NONOP EXP/NONBGTD OP TR		950.16	6,077.95	*
ACCT:	52	OPERATING EXPENSES		14,408.34	97,842.22	**
COMP:	6503	PROFESSIONAL & LICENSING BOARDS		34,031.35	270,562.40	***
CENTER:	103500061808			34,031.35	270,562.40	****
B UNIT:	1035			34,031.35	270,562.40	*****

STATE OF SOUTH DAKOTA
 REVENUE SUMMARY BY BUDGET UNIT
 FOR PERIOD ENDING: 02/28/2023

AGENCY 10 LABOR & REGULATION
 BUDGET UNIT 1035 BOARD OF TECHNICAL PROFESSIONS - INFO

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
COMPANY NO	6503					
COMPANY NAME	PROFESSIONAL & LICENSING BOARDS					
103500061808	6503	4293947	EXAM FEE-ENG/ARCH	.00	700.00	
103500061808	6503	4293948	RENEWAL CERT-ENG/ARCH	.00	124,443.55	
103500061808	6503	4293949	APPLICATION FEE-ENG/AR	.00	38,100.00	
103500061808	6503	4293950	OTHER ENGINEERING FEE	.00	60.00	
ACCT:	4293	BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)		.00	163,303.55	*
ACCT:	42	LICENSES, PERMITS & FEES		.00	163,303.55	**
103500061808	6503	4391902	LATE FEE - ENG/ARCH	.00	8,600.00	
ACCT:	4391	FINES (NON-GOVERNMENTAL)		.00	8,600.00	*
ACCT:	43	FINES, FORFEITS & PENALTIES		.00	8,600.00	**
103500061808	6503	4920045	NONOPERATING REVENUES	.00	5,976.95	
ACCT:	4920	NONOPERATING REVENUE		.00	5,976.95	*
ACCT:	49	OTHER REVENUE		.00	5,976.95	**
CNTR:	103500061808			.00	177,880.50	***
COMP:	6503			.00	177,880.50	****
B UNIT:	1035			.00	177,880.50	*****



BOARD OF TECHNICAL
PROFESSIONS

RECORDS RETENTION AND
DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Administration

Records Management Program

(605) 773-3589

ACKNOWLEDGEMENTS

PREPARED BY:

Bureau of Administration
Records Management Program
104 S Garfield Avenue; Building E
c/o 500 East Capitol Avenue
Pierre, South Dakota 57501-5070

201823

PROJECT STAFF

Marcia Hultman, Secretary
Department of Labor and Regulation

The employees of the Board of Technical Professions who contributed their time to explain the purpose and review the content of each record.

~~Kathryn Patterson~~ Sherrie Dyer,
Executive Director Board of Technical Professions

Dana Hoffer
State Records Manager

Jim Dornbusch, Records Officer
Department of Labor and Regulation

Connie Nold
Records Management Specialist

STATE RECORD DESTRUCTION BOARD

Scott Bollinger, Commissioner
Bureau of Administration
(Chairman)

Pat Archer
Office of the Attorney General

Chelle Somsen, State Archivist
Department of Education

Jenna Latham
Office of the State Auditor

Marty Guindon, State Auditor General
Legislative Audit

Dana Hoffer
State Records Manager



DEPARTMENT OF
EXECUTIVE MANAGEMENT

BUREAU OF
ADMINISTRATION

PMB 01234

RECORDS MANAGEMENT PROGRAM
104 S Garfield Avenue
c/o 500 East Capitol Avenue
Pierre, SD 57501-5070
Phone: (605) 773-3589
Fax: (605) 773-5955

MEMORANDUM

TO: State Agencies

FROM: Dana Hoffer
State Records Manager

SUBJECT: **Records Retention and Destruction Schedule Manual**

DATE: January 7, 2019

In 1967, the South Dakota Legislature established the Records Management Program and the Records Destruction Board. In the same act, the Legislature required every State agency to develop a records retention and destruction schedule and declared that "No record shall be destroyed or otherwise disposed of by any agency of the State unless it is determined by majority vote of such board (Records Destruction Board) that the record has no further administrative, legal, fiscal, research or historical value."

According to Administrative Rule 24:52:11:01, any State government agency planning to destroy agency records shall notify the State Archivist 30 days before the date of the proposed destruction. The request shall include the name or title of the records, inclusive dates, information content of the records, and quantity. This rule applies to all records, including those granted exclusive or continuous disposal authorization by the Records Destruction Board, with the following exceptions: vouchers and supporting documents; warrants; personnel and payroll records; client/case files; capital asset inventories; cash receipts; and duplicate copies of state publications.

The State Archivist has 30 days to certify that the records have no permanent value and may be destroyed, or to make arrangements to transfer the records to the archives. If the Archivist fails to make a recommendation within this time, the records may be destroyed, provided that the agency has received authorization from the Records Destruction Board.

Finally, if you have any questions about implementing this manual or about your records in general, please contact Records Management at 773-3589. We will welcome an opportunity to discuss the proper implementation of sound records management practices.

PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Pamela S. Roberts (name), acting in my position as Secretary of the Department of Labor (title), request that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02.

The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Board of Technical Professions (department) consists of 12 pages and contains record series number(s) BTP-1 (consecutively re-numbered) through BTP-17.

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the Board of Technical Professions (department) record series numbers(s) TPR-03 through TPR-05, TPR-09, TPR-13, TPR-15 through TPR-17, TPR-20, TPR-21, and TPR-26 through TPR-29.

The undersigned certifies that the retention for each and every record petitioned to be destroyed does not violate any minimum retention time required by state statute; will allow for required state and federal audits to be performed or the time within which to make said audits to pass; and will allow for all applicable statutes of limitations to pass for all state contracts and Surety Bonds.

(lamj/1j)
Pamela S. Robert, Secretary of the Department of Labor

8-8-07
Date

The above and foregoing Petition is hereby recommended for approval by the State Records Destruction Board.)

& [Signature]
Dana Hoffer, State Records Manager

8/30/2007
Date

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 22nd day of August, 2007, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.

[Signature]
Signature, Chairman of the Board

8-22-07
Date

PETITION FOR AUTHORITY TO DESTROY RECORDS

I, Marcia Hultman, acting in my position as the Secretary of the Department of Labor and Regulation, requests that the South Dakota State Records Destruction Board consider the attached "Records Retention and Destruction Schedule" pursuant to SDCL 1-27-13, 1-27-14, 1-27-19 and ARSD 10:03:01-02. The records petitioned to be destroyed are described in the "Record Retention and Destruction Schedule" Authorization of the Board of Technical Professions consists of § pages and contains record series number(s) BTP-3, BTP-8, BTP-10, BTP-11, BTP-13, BTP-15, and BTP-16.

The authority requested is to destroy each record described in the attached Schedule at the expiration of the time provided for the retention of each record.

Authority is also requested to delete "Records Retention and Destruction Schedule" Authorization of the Board of Technical Professions record series number(s) BTP-12 and BTP-14.

The undersigned certifies that the retention for each and every record petitioned to be destroyed does not violate any minimum retention time required by state statute; will allow for required state and federal audits to be performed or the time within which to make said audits to pass; and will allow for all applicable statutes of limitations to pass for all state contracts and Surety Bonds.

11/11/18

Marcia Hultman, Secretary of the Department of Labor and Regulation

11-5-18
Date

The above and foregoing Petition is hereby recommended for approval by the State Records Destruction Board.

Dana Hoffer

Dana Hoffer, State Records Manager

11-16-18
Date

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 6th day of December, 2018, and authorized the destruction of the records described in the foregoing Petition at the expiration time provided for their storage.

See Attached Addendum

Scott Bollinger, Chairman of the Board

Date

Addendum to the Board of Technical Professions' Petition for Authority to Destroy Records.

Records Destruction Board's Action:

- Amended the retention for BTP-8 to read: SUBSTANTIATED: Retain until case is closed, then transfer to respective "Registrant Database", and encode into computer and keep indefinitely. Retain for 50 years, then delete provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

DESTRUCTION AUTHORITY

I hereby certify that the State Records Destruction Board met on the 6th day of December, 2018, and authorized the destruction of the records as described in the foregoing Petition subject to the Addendum which is hereby incorporated and made part of the Destruction Authority at the expiration time provided for their storage. I further certify that the change(s) to the Petition as indicated in the Addendum was authorized by and through the action(s) of the State Records Destruction Board.



Scott Bollinger, Chairman of the Board

1-3-19

Date

South Dakota Codified Laws:

1-27-1. Public records open to inspection and copying. Except as otherwise expressly provided by statute, all citizens of this state, and all other persons interested in the examination of the public records, as defined in § 1-27-1.1, are hereby fully empowered and authorized to examine such public record, and make memoranda and abstracts there from during the hours the respective offices are open for the ordinary transaction of business and, unless federal copyright law otherwise provides, obtain copies of public records in accordance with this chapter.

Each government entity or elected or appointed government official shall, during normal business hours, make available to the public for inspection and copying in the manner set forth in this chapter all public records held by that entity or official.

1-27-1.1. Public records defined. Unless any other statute, ordinance, or rule expressly provides that particular information or records may not be made public, public records include all records and documents, regardless of physical form, of or belonging to this state, any county, municipality, political subdivision, or tax-supported district in this state, or any agency, branch, department, board, bureau, commission, council, subunit, or committee of any of the foregoing. Data which is a public record in its original form remains a public record when maintained in any other form. For the purposes of §§ 1-27-1 to 1-27-1.15, inclusive, a tax-supported district includes any business improvement district created pursuant to chapter 9-55.

1-27-9. Records management programs--Definition of terms. Terms used in §§ 1-27-9 to 1-27-18, inclusive, mean:

(2) "Record," a document, book, paper, photograph, sound recording, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of records as used in §§ 1-27-9 to 1-27-18, inclusive.

1-27-11. Board to supervise destruction of records--State records manager as ex officio member--Permission required for destruction. There is hereby created a board consisting of the commissioner of administration, state auditor, attorney general, auditor-general, and state archivist to supervise and authorize the destruction of records. The state records manager shall also serve as an ex officio member in an advisory capacity only. No record may be destroyed or otherwise disposed of by any agency of the state unless it is determined by majority vote of the board that the record has no further administrative, legal, fiscal, research, or historical value.

1-27-15. Destruction of non-record materials. Any non-record material not included within the definition of records as contained in § 1-27-9 may be destroyed at any time by the agency in possession of such materials without the prior approval of the commissioner of administration.

Definitions:

- **Superseded:** To take the place of; replace.
- **Obsolete:** No longer in use.

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STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Labor and Regulation
DIVISION: Secretary
OFFICE: Boards and Commissions
PROGRAM: Board of Technical Professions
RECORDS OFFICER: Jim Dornbusch
RM CUSTOMER #: 1191

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE--DESCRIPTION--RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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BTP-1. ADMINISTRATIVE REFERENCE FILES:

07-034

This series may be arranged by subject matter and contains information used in the daily administration of the program or office. Information may include, but is not limited to: personnel reports, budget, equipment, inventory, legislation, organization/association, and property management information; reports; research materials; policies and procedures; reference manuals; logs; rules and regulations; mailing lists; general correspondence and any other related information. This record series is maintained for reference purposes.

RETENTION: Retain current in office. Destroy superseded or obsolete.

(Note: Cull files on a yearly basis to avoid build-up of superseded or obsolete materials.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Labor and Regulation
DIVISION: Secretary
OFFICE: Boards and Commissions
PROGRAM: Board of Technical Professions
RECORDS OFFICER: Jim Dornbusch
RM CUSTOMER #: 1191

RECORD		R.D.B.
SERIES NO.	TITLE--DESCRIPTION--RETENTION AND DESTRUCTION SCHEDULE	AUTHORITY
		NUMBER

BTP-2. ADMINISTRATIVE RULE PROMULGATION FILES:

07-034

This series is arranged chronologically and contains administrative rule promulgation files. Information may include: notices of public hearings, affidavits of publication of notices, written comments from the public, transcripts from the hearings, and final decisions. Files have little reference activity once the hearing has been held unless someone requests a copy of the transcript. This record series is maintained for documenting the proper promulgation of administrative rules pursuant to SDCL 1-26.

RETENTION: FINAL DECISIONS: Retain permanently in office.

ALL OTHER DOCUMENTATION: Retain in office for as long as rules are in effect, then destroy.

(Note: SDCL 1-26-7 states in part that "each agency shall keep the original records, documents, and instruments required by the chapter." There is no time frame included for these records. Since SDCL 1-26-6.8 provided that "No rule is enforceable in the Courts unless properly adopted," the record must be maintained at least until a curative statute has been adopted by the Legislature similar to SDCL1-26A-2, which cures all defects in the adoption of the rules appearing in the 1974 printed ARSD.)

~~(Consider maintaining on microfilm digitally instead of paper and destroying the paper after the microfilm digital copy has been inspected and verified to meet quality standards.)~~

(NOTE: Previous record series number was TPR-01.)

Commented [DS1]: Insurance Board has these, but no mention of microfilm.

Commented [MJ2]: After re-reviewing 1-26-7, I'm not sure we should have even been considering microfilm, since the law states "original". Maybe we should consider deleting this provision. It might be good to see what others have been doing to comply with this requirement.

Commented [DS3R2]: The Accountancy, Nursing, Barbers, Cosmetology, & Electrical references microfilm. My gut is that maybe it's a holdover that has never been deleted. I'm good with deleting it.

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Labor and Regulation
DIVISION: Secretary
OFFICE: Boards and Commissions
PROGRAM: Board of Technical Professions
RECORDS OFFICER: Jim Dornbusch
RM CUSTOMER #: 1191

RECORD SERIES NO.	TITLE--DESCRIPTION--RETENTION AND DESTRUCTION SCHEDULE	R.D.B. AUTHORITY NUMBER
----------------------	--	-------------------------------

BTP-3. APPLICATIONS:

18-019

This ~~paper and database~~ series is arranged alphabetically and contains applications to be reviewed by the Board and applications of individuals who appear for examination. Information may include: application, references, experience verifications, college verifications, and verifications from other states. This record series is used for mailing notices and for reporting purposes.

RETENTION: COMITY/RECIPROCITY & BUSINESS: ~~Retain applications until approved by the Board, then destroy by shredding.~~ Electronic application is saved to profile in database and creates registrant profile.

EXAM APPLICATIONS: ~~Transfer to respective "Registrant Files, Historical Class Three."~~ Electronic application is saved in database and creates registrant profile.

ALL OTHER APPLICATIONS: Electronic application is saved to profile in database and creates registrant profile. Retain 3 years after license has lapsed, then ~~destroy by shredding~~ purge from database.

A digital copy of the application reviewed by the Board shall be stored in the applicant's database profile as a portable document format (PDF) file.

(NOTE: Previous record series number was TPR-02.)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Labor and Regulation
DIVISION: Secretary
OFFICE: Boards and Commissions
PROGRAM: Board of Technical Professions
RECORDS OFFICER: Jim Dornbusch
RM CUSTOMER #: 1191

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE--DESCRIPTION--RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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BTP-4. AUDIT REPORTS:

07-034

This series is arranged chronologically and contains Legislative Audit reports concerning the expenditure and administration of funds. Information may include: cover letters, statement of assets revenues and expenditures, change of fund cash balances, and observations and recommendations. This record series of reports are reviewed to identify problem areas and discrepancies so that corrective measures may be implemented.

RETENTION: Retain 4 years in office, then destroy provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

(NOTE: Previous record series number was TPR-06.)

BTP-5. BANK STATEMENTS:

07-034

This series is arranged chronologically and contains records sent from individual banks for reconciliation purposes. Information may include: date of statements, actual cancelled checks, deposit records, and bank balances. This record series is used to reconcile checking accounts with bank balances, for reference, documentation, and for audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

(NOTE: Previous record series number was TPR-07.)

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(Std Form RM-1 Rev 1/03)

DEPARTMENT: Labor and Regulation
DIVISION: Secretary
OFFICE: Boards and Commissions
PROGRAM: Board of Technical Professions
RECORDS OFFICER: Jim Dornbusch
RM CUSTOMER #: 1191

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE--DESCRIPTION--RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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BTP-6. BOARD MEMBER FILES:

07-034

This series is arranged alphabetically and contains information regarding individual Board members. Information may include: letters of appointment, terms, and expiration dates. This record series is maintained to document member appointments to the Board of Technical Professions and any related information pertaining to each.

RETENTION: Retain active in office. Destroy superseded or obsolete.

(NOTE: Previous record series number was TPR-08.)

BTP-7. CASH RECEIPT TRANSMITTALS:

07-034

This series is arranged chronologically and contains the standard forms used to document payments received and deposited with the State Treasury. Information may include: agency name and code, agency receipt number, date, fund, sub-fund, revenue source, description, and amount. These are forwarded to the State Treasurer. This record series is maintained for reference and audit purposes.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years destroy after 4 years provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

(NOTE: Previous record series number was TPR-10.)

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(Std Form RM-1 Rev 1/03)

DEPARTMENT: Labor and Regulation
DIVISION: Secretary
OFFICE: Boards and Commissions
PROGRAM: Board of Technical Professions
RECORDS OFFICER: Jim Dornbusch
RM CUSTOMER #: 1191

RECORD R.D.B.
SERIES NO. TITLE--DESCRIPTION--RETENTION AND DESTRUCTION SCHEDULE AUTHORITY
NUMBER

BTP-8. COMPLAINT FILES:

18-019

This series is arranged chronologically and contains all related correspondence received from either the general public or initiated by the Board of Technical Professions concerning problems which have occurred with engineers, land surveyors, or architects, landscape architect, and petroleum assessors or remediators. Information may include: nature of complaint, signature of party filing the complaint, related correspondence, investigation of the allegation, conclusion of the investigation, and related materials. This record series is used by the Board to determine if a complaint is substantiated, and if so, to take corrective action. If complaints are substantiated this information is placed in each respective "Registrant Database".

RETENTION: UNSUBSTANTIATED: Retain ~~file digitally 1 year in office, then transfer to storage for 2 years.~~ ~~and~~ destroy 3 years after determined unsubstantiated provided no litigation is pending.

SUBSTANTIATED: Retain any original paper documents along with the digital file until case is closed, then transfer any original documents to digital file, provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken, transfer to respective "Registrant Database", and encode into computer. ~~Destroy file after 3 years, except for final decision.~~ Retain final decision digital file digitally for 50 years or for the duration of the related license, whichever is longer, then delete, ~~provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.~~

(NOTE: Previous record series number was TPR-11.)

Commented [MJ4]: I made changes here. I still don't like "50 years" but I don't have a better solution for right now. Let me know if you think my language doesn't work or could be tweaked. You have to follow the policy, so I want it to be workable for your office.

I'm also rethinking that maybe we should keep the complete files for the life of the license.

Commented [DS5R4]: I don't have an issue with that. I'm in the process right now of going through cabinets to see what we can send to Pierre to scan and either destroy or put in secure storage. So far, I have 12 bankers boxes of case files and am boxing up the remaining 4 drawers of them. As long as we can scan and store digitally and house the hard files in secure storage, 50 years is fine.

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RM CUSTOMER #: 1191

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BTP-9. CONTRACT AND AGREEMENT FILES:

07-034

This series is arranged chronologically and contains contract and agreements between the Board of Technical Professions and other parties. Information may include: terms and conditions of the contracts and agreements, effective dates, costs, and funding sources. This record series is maintained for reference and documentation purposes.

RETENTION: All contracts are retained by the Administrative Services Division. Retain current in office. Destroy 6 years after terminated.

Retain reference copies current in office. Destroy reference copy upon termination of contract, terminated.

(Note: SDCL 1-24-1 requires that a copy of all consultant contracts be filed with the State Auditor.)

(NOTE: Previous record series number was TPR-12.)

BTP-10. ENGINEER-IN-TRAINING AND LAND SURVEYOR INTERN:

18-019

This series contains personal information about engineers in training and land surveyors in training. Information may include: name, address, college attended, degree awarded, graduation date, examination grade, and enrollment date. This record series is used to document the enrollment of all engineers-in-training and land surveyors in training.

RETENTION: Electronic application is saved to profile in database and creates registrant profile. A digital copy of the application reviewed by the Board shall be stored in the applicant's database profile as a portable document format (PDF) file. PAPER: Retain 1 year in office, then encode into database. Destroy paper after encoding has been verified to be accurate and complete.

DATABASE: Retain 5010-years, then purge and delete.

(NOTE: Previous record series number was TPR-14.)

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BTP-11. MINUTES, BOARD OF TECHNICAL PROFESSIONS:

18-019

This series is arranged chronologically and contains the official minutes of the Board meetings. Information may include: dates of meetings, members present, topics discussed, actions taken, approving signatures, copies of budget reports, application records, and inspection reports. This record series is used for occasional reference and documentation purposes of Board actions taken.

RETENTION: Retain file on ~~“N drive”~~ **digitally on the Board’s SharePoint site** permanently.

(Note: Annually send a **digital** copy of meeting minutes to State Archives.)

(Note: Consider converting to microfilm.)

(Note: Minutes are available on Board website dating back to January 19, 2007, and copies of agenda for meetings are available back to September 23, 2011.)

(NOTE: Previous record series number was TPR-18.)

BTP-13. RECEIPT FILES:

18-019

This computer database series is arranged chronologically and documents all receipts of money. Information may include: date issued, received of, address, amount, form of payment, purpose, and received by signature. This record series is maintained for audit purposes.

RETENTION: **Receipts are generated from database after payment is made.** Retain 4 years, then delete provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

(NOTE: Previous record series number was TPR-22.)

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 PROGRAM: Board of Technical Professions
 RECORDS OFFICER: Jim Dornbusch
 RM CUSTOMER #: 1191

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BTP-15. REGISTRANT DATABASE:

18-019

This database series is arranged alphabetically or numerically and is used to register all licenses issued by the Board of Technical Professions. Information is obtained from applications submitted, Registrant Files, and Engineer-in-Training and Land Surveyor Intern database. Information may include: licensee name, license number, personal information, change of address/employer information, whether individual was licensed by comity or by exam, continuing education hours, license renewal date, receipt of fees paid by licensee (amount and date received), name of employer or business, and any disciplinary action taken against the licensee. This record series is used for quick reference and updating licensee records.

RETENTION: Retain ~~50~~ 3 years after license has lapsed, then purge from database ~~delete~~ provided all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

Electronic application is saved to profile in database and creates registrant profile. Retain 3 years after license has lapsed, then destroy by shredding purge from database.

(Note: The records of deceased licensees can be deleted ~~40~~ 1 years after their death.)

(NOTE: Previous record series number was TPR-23.)

Commented [MJ6]: Does this section just apply to intern/trainees?

Commented [DS7R6]: No, this references every person in the database.

Commented [MJ8]: What do you think about archiving the data instead of purging after just three years? We could archive for 30 years or 50 years or something. Then we still have the data, if something comes up.

Commented [DS9R8]: That's fine. It will be digital, so we can really keep it indefinitely.

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BTP-16. REGISTRANT FILES:

18-019

This series is arranged alphabetically and documents those engineers, architects, land surveyors, business firms, landscape architects, petroleum assessors, and petroleum remediators registered by the Board. Information may include: applications, college verifications, experience verifications, verification in other states, correspondence, registration numbers, fees paid, receipt number, and Board action taken for Class 2 registration by comity (reciprocity). Class 3 registrations also includes dates of examinations and scores. This record series is used to document the registration and renewal processes of all registrants.

RETENTION: CLASS 3 FILES: Transfer to respective "Registrant Files, Historical Class Three."

ALL OTHERS: Retain 3 years in office after expiration, then ~~destroy~~ **purge from database.**

(Note: All information is encoded into the Board's licensing database.)

(NOTE: Previous record series number was TPR-24.)

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OFFICE: Boards and Commissions
PROGRAM: Board of Technical Professions
RECORDS OFFICER: Jim Dornbusch
RM CUSTOMER #: 1191

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BTP-17. REGISTRANT FILES, HISTORICAL CLASS THREE:

07-034

This series is arranged alphabetically and contains information on class three registrants (those individuals who took their original registration examination in South Dakota.) Information may include: applications, college verifications, experience verifications, correspondence, examinations, examination scores, registration numbers issued, renewal applications, fees paid, receipt numbers, and Board action taken. This record series is maintained for historical purposes.

RETENTION: Retain 50 years in office, then ~~destroy~~
purge from database.

(~~Note: Consider microfilming when volume warrants.~~)

(NOTE: Previous record series number was TPR-25.)

BTP-18. SURPLUS PROPERTY FILES:

09-012

This series contains the form submitted to the director of South Dakota Property Management for approval to dispose of State-owned personal property and the written notification received from Property Management designating the manner of disposal. Information may include: agency name; date; address or location of property; phone number; name of individual requesting; Property Management Officer's name; description of item(s); quantity; serial number; equipment number; desired method of disposal as authorized; reason for declaring property as surplus; estimate of current value; suggested selling price; minimum acceptable price; statement of content; fixed asset number, if applicable; and any other information deemed necessary. This record series is maintained pursuant to SDCL 5-24A.

RETENTION: Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided all litigation, claims, and audit findings involving the records have been resolved and final action has been taken.



BOARD OF TECHNICAL PROFESSIONS

2525 W. Main St., Suite 211 | Rapid City, SD 57702

Tel: 605.394.2510 | Fax: 605.394.2509 | sdbtp@state.sd.us

dlr.sd.gov/btp

3.0 Information

Dyer, Sherrie

From: NCEES <noreply@ncees.org>
Sent: Friday, February 24, 2023 8:03 AM
To: Dyer, Sherrie
Subject: [EXT] 2023 proposed changes to NCEES Bylaws



Dear Member Board Members, Associate Members, and Administrators:

The proposed changes to the NCEES *Bylaws* have been posted as a PDF under [MyNCEES/Member Resources/Board Resources/Publications and presentations](#).

The Special Committee on Bylaws will propose these changes as motions at the annual meeting in August. This email serves as notice of proposed amendments in accordance with *Bylaws* Section 12.02. Please take some time to review the revisions.

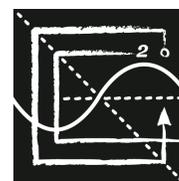
A Bylaws Committee member will make a presentation about these changes at the combined zone interim meeting in April.

Sincerely,
Nancy Gavlin, P.E., S.E.
Special Committee on Bylaws Chair

[Unsubscribe](#)

BYLAWS

Proposed—August 2023



NCEES



NCEES

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ARTICLE 1. NAME.

Section 1.01 Name. The name of this organization shall be the National Council of Examiners for Engineering and Surveying.

Section 1.02 Definitions and Abbreviations. Wherever the word “Council” is used, it shall mean the National Council of Examiners for Engineering and Surveying, for which the official abbreviation shall be NCEES. The words “State Board” shall mean a legally constituted board of any state, territory, or political subdivision of the United States of America that administers an Act regulating the practice of professional engineering, a single branch of professional engineering or surveying, or a combination of professional engineering and surveying; or a board that serves in an advisory capacity to a state agency in the administration of such an Act. Wherever the word “State” is used, it shall mean any state, territory, or political subdivision of the United States of America.

ARTICLE 2. PURPOSE.

Section 2.01 Purpose. The purpose of this Council shall be to provide an organization through which state boards may act and counsel together to better discharge their responsibilities in regulating the practice of engineering and surveying as it relates to safeguarding the health, safety, and welfare of the public. The Council shall also provide such services as may be required by the boards in their mandate to safeguard the public.

Section 2.02 Objectives. In the public interest, NCEES shall provide to licensing boards services that assist in the development and administration of the licensing process by promoting

- (1) Improvements of licensing laws for engineering and surveying, including the administration and effectiveness of these laws;
- (2) Uniformity of standards and practices used in engineering and surveying licensure;
- (3) General acceptance and recognition of comity for engineering and surveying licensure among boards;
- (4) Definition and maintenance of nationally recognized licensing qualifications to become professional engineers and professional surveyors;
- (5) Identification and observation of international engineering and surveying licensing procedures and the maintenance of a liaison with international licensing agencies;
- (6) Improvement and uniformity of standards for law enforcement and disciplinary action in engineering and surveying licensing laws and their administration; and
- (7) Value of the licensure of engineers and surveyors as it relates to safeguarding the health, safety, and welfare of the public.

ARTICLE 3. MEMBERSHIP.

Section 3.01 Member Boards. A Member Board of NCEES shall be a State Board, as defined in Article 1, Section 1.02, which is a member of the Council. Acceptance of a Member Board shall be by majority vote of the Council. Member Boards shall pay fees as set forth in the *Bylaws*.

Section 3.02 Members. A member of NCEES shall be a person who is a member of a Member Board.

Section 3.021 Associate Members. An Associate Member of NCEES shall be a designee of a Member Board, but not a member of a Member Board, who is appointed by the NCEES Board of Directors as an Associate Member of NCEES.

Recommendations for associate members of NCEES shall be submitted by Member Boards to the Board of Directors and become effective upon appointment by the Board of Directors. Such appointments shall be

reviewed annually by each Member Board and shall remain in effect until the Board of Directors is notified otherwise by the Member Board.

Associate Members of NCEES shall have the privilege of the floor at meetings of the Council. Associate Members may serve on any committee or task force to which duly appointed under the *Bylaws*. Associate Members are eligible to hold the elective office of zone Secretary-Treasurer but are not eligible to serve on the NCEES Board of Directors.

Rationale for changes to Section 3.021

The Special Committee on Bylaws received a charge to propose amendments as necessary to remove "Treasurer" from the "Secretary-Treasurer" zone officer title throughout the *Bylaws*. The title change is proposed to reflect the duties of the office, which no longer include handling zone financial affairs or submitting financial statements.

Section 3.022 Emeritus Members. An Emeritus Member of NCEES shall be a person who is a former member of a Member Board who is duly recommended by that Member Board and approved by the NCEES Board of Directors. Such appointments shall be reviewed annually by each Member Board and shall remain in effect until the Board of Directors is notified otherwise by the Member Board.

Emeritus Members of NCEES shall have the privilege of the floor at meetings of the Council. Emeritus Members may serve on any committee or task force to which duly appointed under the *Bylaws*.

Section 3.03 International Affiliate Organization. An International Affiliate Organization of NCEES shall be a legally constituted entity located outside the United States having a collateral and supportive position with the licensure of engineers or surveyors. International Affiliate Organizations are entitled to representation at Council meetings without voting privileges and, on approval of the presiding officer, may have the privilege of the floor. Acceptance of an International Affiliate Organization shall be by majority vote of the Council.

Section 3.04 Participating Organizations. A Participating Organization shall be a society, institute, association, or organization of national scope whose membership is composed predominantly of engineers and/or surveyors engaged in work at the professional level and whose policies include advancement of professional ethics and standards and encouragement of licensure, and which actively supports the policies and objectives of the Council. Participating Organizations are entitled to representation at meetings of the Council without voting privileges and, on approval of the presiding officer, may have the privilege of the floor. They shall be privileged to communicate with the officers and Board of Directors of the Council on matters of mutual concern. Acceptance of a Participating Organization shall be by majority vote of the Council.

Section 3.05 Delegates. A delegate shall be a member or an associate member designated by a Member Board to represent it at meetings of the Council. A Member Board may have as many delegates as it has members but may cast votes only as prescribed. Any delegate shall have the privilege of the floor.

Section 3.06 Representatives. A representative shall be a member of an International Affiliate Organization or a Participating Organization designated to represent his or her respective organization at meetings of the Council.

Section 3.07 Past Presidents. Past presidents of the Council who are not members of Member Boards shall be considered as honorary participants in the Council eligible to serve on the committees, to have the privilege of the floor at meetings of the Council, to take part in discussions, and to perform all functions of members except to hold office and vote.

Section 3.08 Zones. The Member Boards of the Council shall be divided into four zones as follows: **Central Zone:** Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin; **Northeast Zone:** Connecticut, Delaware, District of Columbia, Maine, Maryland,

Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, West Virginia; **Southern Zone:** Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Oklahoma, Puerto Rico, South Carolina, Tennessee, Texas, Virgin Islands (U.S.), Virginia; **Western Zone:** Alaska, Arizona, California, Colorado, Guam, Hawaii, Idaho, Montana, Nevada, New Mexico, Northern Mariana Islands, Oregon, Utah, Washington, Wyoming.

Section 3.09 Zone Organization. Each zone shall adopt the *Zone Meeting and Continuity Guidelines* for its organization and operation consistent with and in conformity to the NCEES *Bylaws*.

Each zone shall submit copies of its minutes to the Council at the Annual Business Meeting of the Council. Each zone shall elect an Assistant Vice President who shall serve a two-year term concurrent with the Vice President. The Assistant Vice President shall assist the Vice President, shall perform the duties outlined in the *Zone Meeting and Continuity Guidelines*, and shall perform all duties of the Vice President in the event that the Vice President is unable to perform for any reason. This shall include fulfilling the duties as Vice President on the Board of Directors.

Each zone shall elect a Secretary ~~Treasurer~~. Members and associate members shall be eligible to hold the office of Secretary ~~Treasurer~~. The Secretary ~~Treasurer~~ shall keep and have published zone minutes and maintain records of zone activities.

Administration of the financial affairs of the zone shall be consistent with those of the Council as governed by the Council's Articles of Incorporation and the *Bylaws*.

Rationale for changes to Section 3.09

The Special Committee on Bylaws received a charge to propose amendments as necessary to remove "Treasurer" from the "Secretary-Treasurer" zone officer title throughout the *Bylaws*. The title change is proposed to reflect the duties of the office, which no longer include handling zone financial affairs or submitting financial statements.

ARTICLE 4. BOARD OF DIRECTORS.

Section 4.01 Board of Directors. The Board of Directors shall be the executive board of the National Council of Examiners for Engineering and Surveying. The Board of Directors shall exercise the corporate powers as set forth in the South Carolina Nonprofit Corporation Act.

The Board of Directors shall function as the executive board of the Council and may authorize all expenditures, provide direction to the office of the Chief Executive Officer through the President, authorize the borrowing of funds for Council purposes, and do all things necessary to conduct the affairs of the Council between the Annual Business Meetings.

The Board of Directors shall not take any action that shall interfere with the rights of any Member Board in the regulation of licensees or determine the licensing requirements of applicants within any Member Board's jurisdiction. The Board of Directors shall not be authorized to make expenditures in excess of its annual income and general reserves. In no event shall the Board of Directors be authorized to increase NCEES membership fees of a constituent member.

Decisions of the Board of Directors shall be made by a majority of the members present at a regularly scheduled or called meeting at which a quorum is present. The President shall call meetings of the Board of Directors. A majority of the board members may submit a written request to the President to call such meeting, and the President shall call such meeting within 30 days of receiving such request.

Section 4.02 Board Membership. The Board of Directors shall consist of the President, the President-Elect, the Immediate Past President, the Treasurer, and the four Vice Presidents (one from each zone).

Section 4.03 Officers. Officers of the Council shall be the President, the President-Elect, the Immediate Past President, the Treasurer, the four Vice Presidents (one from each zone), and the Chief Executive Officer as the Secretary.

Section 4.04 Elections and Terms of Office. The President-Elect shall be elected by the Council at each Annual Business Meeting in the manner prescribed in the *Bylaws*. The President-Elect shall serve the Council for a period of three years. The first year shall be as President-Elect. The second year, without further election, the President-Elect shall become President, holding that office until a successor has been installed. The third year, without further election, the President shall become Immediate Past President. Any member elected to the office of President-Elect shall be eligible to serve as President-Elect, President, and Immediate Past President, with full authority of the offices and board privileges. Past Presidents shall be ineligible for reelection as President-Elect of the Council.

The Treasurer shall be elected at the Annual Business Meeting every three years in the manner prescribed in the *Bylaws*. Treasurers shall not be eligible for reelection to the same office until at least one full term has elapsed. For the office of Treasurer, a partial term served shall not be considered a term for term-limit purposes.

Vice Presidents shall be elected at their respective Zone Interim Meeting every two years in the manner prescribed in the *Bylaws*. Vice Presidents from the Northeast and Southern Zones shall be elected in odd-numbered years. Vice Presidents from the Central and Western Zones shall be elected in even-numbered years. Vice Presidents shall not be eligible for reelection to the same office until at least one full term has elapsed. For the office of Vice President, a partial term served shall not be considered a term for term-limit purposes.

New members of the Board of Directors shall assume their duties at the conclusion of the Annual Business Meeting. Board members may continue to serve until the conclusion of the term of office to which they were elected even if their terms with Member Boards have ended.

Section 4.05 Qualifications. Any member of NCEES who is a citizen of the United States and a member of a Member Board sometime during the calendar year in which the nomination occurs is eligible to hold an elective office. Associate members are not eligible to serve on the NCEES Board of Directors.

To be eligible for the office of President-Elect, a person shall be a licensed [professional](#) engineer, ~~or licensed~~ [professional](#) surveyor, [or public member](#); shall have been a member of NCEES at least three years; and shall have attended at least two NCEES Annual Business Meetings.

Members of the [current](#) Board of Directors [whose term on their Member Board has expired during their term as NCEES Treasurer or Vice-President](#) may run for President-Elect if

- ~~▪ Their term on their state board has expired during their term as NCEES Treasurer or Vice-President;~~
- They have obtained emeritus standing within the Council; ~~they have the approval of their state board; and~~
- [They have the approval of their Member Board; and](#)
- It is their zone's rotation to elect a President-Elect; and
- They have been nominated by the zone.

The President-Elect shall not be from the same zone as the President.

To be eligible for the office of Treasurer, a person shall be a licensed professional engineer, licensed professional surveyor, or public member.

To be eligible for the office of Vice President, a person shall be a licensed professional engineer, ~~or licensed~~ [professional](#) surveyor, [or public member](#) and shall be from the zone that elects him or her.

Rationale for changes to Section 4.05

The Special Committee on Bylaws received a charge to review *Bylaws* 4.05 (as presented by the 2021–22 Advisory Committee on Council Activities and approved by the Council at the 2022 annual meeting) and propose an amendment to clarify eligibility of members of the board of directors to run for president-elect and to modify the qualifications to be president-elect or zone vice president to include public members as eligible to serve in that capacity.

Section 4.06 Vacancies. If a vacancy occurs in the office of President, the President-Elect shall succeed to the office of President for the completion of that term and subsequently serve the full one-year term that he or she was originally elected to serve as President. A vacancy in the office of President-Elect shall remain unfilled until the next NCEES Annual Business Meeting. At that time, the Council will elect a President from the zone of the vacant President-Elect position.

A vacancy in the office of Immediate Past President shall be filled by the most recent available Past President.

A vacancy in the office of Treasurer shall be filled by the Board of Directors within 30 days; the selected individual shall fill the position until an election for a new full-term Treasurer is held at the next Annual Business Meeting.

A vacancy in the office of a Vice President shall be filled by that zone's Assistant Vice President.

Appointments by the Board of Directors shall be made in accordance with the required qualifications and limitations for duly elected members of the Board of Directors.

A quorum of the Board of Directors for filling of vacancies shall consist of six members except in the event of two vacancies, when five shall constitute a quorum. For the filling of vacancies, the members of the Board of Directors may be represented by proxies, duly signed and verified.

Section 4.07 Sanction or Removal. By a majority vote and pursuant to the grievance procedure of the Council's *Manual of Policy and Position Statements*, which shall set forth appropriate due process, the Board of Directors may recommend the removal or sanction of a member of the Board of Directors. Upon a finding of the Board of Directors that the Board member has violated the ethics policy set forth in Section 4.08 of the *Bylaws*, that finding, along with stated grounds therefor, shall be transmitted to the chair of the Advisory Committee on Council Activities.

A Grievance Committee shall be appointed to address the removal or sanction recommended by the Board of Directors. The Grievance Committee members shall be selected as follows: two members of the Board of Directors, selected by the Board; one member from each zone, selected by the Assistant Vice President of each respective zone; and three members of the Advisory Committee on Council Activities, selected by said committee.

If by a majority vote of its members, the Grievance Committee concurs with the Board-recommended removal or sanction, the Board of Directors shall implement such removal or sanction.

A sanction may include a period of suspension from Board activities, including attendance at Board of Directors or Council conferences and meetings.

In the event of removal of a Board member, the vacancy on the Board of Directors shall be filled pursuant to Section 4.06 of the *Bylaws*.

Section 4.08 Ethics Policy. A member of the Board of Directors is in violation of the ethics policy of the Board of Directors if he or she:

- (1) Commits a criminal act that reflects adversely on the Board member's honesty, trustworthiness, or fitness as a Board member in other respects.
- (2) Engages in conduct involving dishonesty, fraud, deceit, or misrepresentation.
- (3) Engages in conduct involving moral turpitude.
- (4) States or implies an ability to influence improperly the Board of Directors or any committee or officer of the Council.
- (5) Grossly abuses his or her authority in the discharge of the duties of the Council.
- (6) Engages in any action that harms the public image or professional reputation of the Council.

Section 4.09 Board Audit Committee. The President, President-Elect, Immediate Past President, Treasurer, and Finance Committee chair shall comprise the Board Audit Committee. The Board Audit Committee shall annually select and recommend for approval by the full Board the accounting firm that shall conduct the annual financial audit and prepare the annual financial statements of NCEES. The Board Audit Committee shall also review and recommend for formal action by the full Board of Directors the audit results and final financial statement. The Board Audit Committee shall also approve the engagement of other financial consultants as may be necessary to facilitate its review of NCEES finances. Members of the Board Audit Committee must be free from any relationship that, in the opinion of the Board, would interfere with the exercise of independent judgment. The Board Audit Committee shall have a working familiarity with basic finance and accounting principles and practices.

ARTICLE 5. DUTIES OF THE OFFICERS AND THE BOARD OF DIRECTORS.

Section 5.01 President. The President shall be the chair of the Board of Directors and shall preside over all meetings of the Board as well as the Annual Business Meeting of the Council. The President shall be an ex-officio member of all committees and task forces of the Council. The President shall perform all other duties ordinarily pertaining to the office of President. The President shall prepare and present to the Council at the Annual Business Meeting a report of the President's activities during the term of office.

The President shall appoint all members, chairs, vice-chairs, and consultants of the standing committees as defined in Article 7 of the *Bylaws*. The President shall also appoint all members, chairs, vice-chairs, and consultants of special committees and task forces unless specific action of the Council or of the Board of Directors names the personnel of the committee or task force. The President shall also appoint one member of the Board of Directors to serve as board liaison to each standing committee, special committee, and task force. The President shall appoint all official representatives of the Council to any other organizations. If needed during the annual meeting, the President shall appoint a Tellers Committee for the election of the President-Elect and/or Treasurer.

If the President is absent, the President-Elect will serve as the acting President in accordance with *Bylaws* 5.02. If both the President and the President-Elect are absent, the Vice President from the zone that will be nominating the next President-Elect will serve as the acting President. The acting President shall have all powers of the President while presiding in this capacity.

Section 5.02 President-Elect. The President-Elect shall serve as a member of the Board of Directors. In the absence of the President or the incapacity of the President, the President-Elect shall exercise the duties of and possess all the powers of the President, including the appointment of committees. The President-Elect shall serve as an ex-officio member of the Committee on Finances.

Section 5.03 Treasurer. The Treasurer shall serve as a member of the Board of Directors. The Treasurer shall, under the direction of the Board of Directors, oversee the financial operation of the Council and shall obtain an annual audit of Council finances and submit such audit to the Board of Directors. The Treasurer shall serve as an ex-officio member of the Committee on Finances.

Section 5.04 Vice Presidents. Vice Presidents shall be identified as Central Zone Vice President, Northeast Zone Vice President, Southern Zone Vice President, and Western Zone Vice President. The Vice President of each zone shall be the administrative officer of their zone and serve as a member of the Board of Directors.

Section 5.05 Secretary. The Chief Executive Officer shall serve as the Secretary of the Corporation. As such, the Secretary shall serve as the custodian for corporate records of the Council and shall be the officer responsible for preparing minutes of the directors' and members' meetings and for authenticating all corporate records. The Secretary shall have the authority to execute documents on behalf of the Council and as directed by the Board of Directors.

Section 5.06 Restrictions on Endorsements. No member of the Board of Directors shall endorse, recommend, or certify, gratuitously or for profit, on behalf of the Council, any product or service or any publication not issued, published by the Council, or authorized by the Board of Directors.

ARTICLE 6. MEETINGS OF THE COUNCIL.

Section 6.01 Annual Business Meetings. The Annual Business Meeting of the Council shall be held at the time and place selected by the Board of Directors.

Notice of the Annual Business Meeting shall be provided to each Member Board, member, associate member, International Affiliate Organization, and Participating Organization not less than four weeks prior to each meeting.

The Board of Directors shall prepare a consent agenda for each Annual Business Meeting. Individual motions may be removed from the consent agenda upon request by any Member Board.

Section 6.02 Quorum and Voting. A quorum for the transaction of business at the Annual Business Meetings of the Council shall be delegates from a majority of Member Boards. A majority vote of the Member Boards represented shall be required for affirmative action unless otherwise provided for in the *Bylaws*.

Only Member Boards shall be entitled to vote. Voting shall be by Member Boards, with each board entitled to one vote. An associate member may serve as a Member Board delegate for voting purposes only when so designated by the Member Board's chair through written, signed communication presented to NCEES staff prior to the opening session of the meeting. For Member Boards that require authorization from the state, such designation may come from the agency director for that board.

Voting by one Member Board on behalf of another Member Board not physically present in the meeting room at the time of the vote shall not be permitted.

Section 6.03 Special Meetings. Special meetings of the Council may be called by the President, or by the delegates, representatives, or officers of the majority of the Member Boards. The same *Bylaws* relative to quorum, voting, procedure and conduct of business at an Annual Business Meeting shall apply to special meetings.

Section 6.04 Zone Meetings. Zone meetings may be held each year. A quorum for the transaction of business at zone meetings shall be delegates from a majority of Member Boards of the zone. The Vice President from the zone shall preside at the zone meetings and submit copies of its minutes to the Council.

Section 6.05 Rules of Order. The Council shall be governed by the most recent edition of *Robert's Rules of Order, Newly Revised* when not in conflict with the *Bylaws*. The presiding officer shall rule on all questions pertaining to the *Bylaws* and rules of order in the conduct of the meetings. The President may appoint a parliamentarian to assist the presiding officer.

The order of business for the Annual Business Meeting shall be established by the President and published as part of the meeting agenda prior to the beginning of the meeting.

ARTICLE 7. COMMITTEES OF THE COUNCIL.

Section 7.01 Standing Committees. The standing committees of the Council shall be the following: Advisory Committee on Council Activities (ACCA), Awards, Education, Examination Audit, Examinations for Professional Engineers (EPE), Examinations for Professional Surveyors (EPS), Examination Policy and Procedures (EPP), Finances, Law Enforcement, Member Board Administrators (MBA), and Uniform Procedures and Legislative Guidelines (UPLG).

The structure and membership of all standing committees shall be commensurate with the charges unless otherwise provided for in the *Bylaws*. The composition of the committees should reflect the diversity of the Council membership.

A committee member may be appointed to serve on only one standing committee during any administrative year.

Appointments shall limit the tenure on any one committee to a maximum of four consecutive years, including any time as chair, except that (1) an individual may serve for three years as an EPS Committee member, two additional years as the EPS Committee vice chair, and two additional years as the EPS Committee chair; and (2) an individual may serve for three years as an EPE Committee member, two additional years as the EPE Committee vice chair, and two additional years as the EPE Committee chair. The chairs of the EPE and EPS Committee shall have had experience in developing NCEES examinations before assuming the position of chair. This experience is defined as involvement in at least two of the following activities: item writing or review, participation on a cut score panel, involvement in a Professional Activities and Knowledge Study (PAKS) committee or on examination specification committees, or participation on an examination development committee. The ascension track to the chair shall also include psychometric training approved by NCEES. A committee chair appointment shall be limited in tenure to a maximum of two consecutive years on any one committee.

Members, associate members, past presidents, and emeritus members shall be eligible to serve on any committee or task force. Committee members may continue to serve until the conclusion of the term of office to which they were appointed even if their terms with Member Boards have ended.

Section 7.02 Advisory Committee on Council Activities. The Advisory Committee on Council Activities (ACCA) shall consist of a chair and two members from each zone. At least one member shall be a professional engineer, one member a professional surveyor, and one member a member board administrator. The committee shall provide advice and briefing to the President and the Board of Directors on new policy issues, problems, and plans that warrant preliminary assessment of policy choices and procedures not as yet assigned to a standing committee or involving several existing committees. Consultants appointed to this committee shall have served on the Board of Directors.

The committee will act as principal advisor to the President and the Board of Directors on such specific non-recurring problems or plans as the President may explicitly assign to the committee. The committee shall review the *Manual of Policy and Position Statements*, in consideration of past and current action of the Council, and present any proposed revisions as needed.

Section 7.03 Committee on Awards. The Committee on Awards shall have one member from each zone plus the chair. When available, these members should be past members of the Board of Directors who have received the Distinguished Service Award of NCEES. It shall, by October 1 of each year, canvass the Member Boards for nominations for the awards to be given at the Annual Business Meeting, including the Distinguished Service Award. It shall be guided by the established policies and procedures for the awards. Nominations shall be submitted by entities as defined in Council policy by January 31 of the next year.

The committee shall complete its recommendations and submit its report to the Board of Directors by April 1. The Board of Directors shall review the report and approve individuals to receive awards.

Section 7.04 Committee on Education. The Committee on Education shall consist of a chair and two members from each zone. At least two members of the committee shall be professional surveyors. Committee appointments shall strive to include representatives from academia, private practice, industry, and government. The NCEES representatives to the ABET board of directors and Engineering Accreditation Commission shall be consultants to the committee. Other consultants shall be appointed as necessary.

The committee shall serve in an advisory role for education issues related to ABET, requirements prior to initial licensure, continuing professional competency, and foreign degree or unaccredited program evaluation. The committee shall also review the NCEES *Engineering Education Standard* and *NCEES Surveying Education Standard* annually and propose any revisions to the Council for approval at the annual meeting. The committee shall review and update the *Continuing Professional Competency Guidelines* as necessary, but at least every five years.

Section 7.05 Committee on Examination Audit. The Committee on Examination Audit shall consist of a chair and one member selected from each zone representing when possible private practice, academia, government, and industry. In addition, the President shall appoint as consultants the chairs of the Committees on Examinations for Professional Engineers and Examinations for Professional Surveyors.

This committee shall be responsible for an independent audit annually of the NCEES examination program.

This committee will report directly to the Board of Directors.

Section 7.06 Committee on Examinations for Professional Engineers. The Committee on Examinations for Professional Engineers (EPE) shall consist of a chair and three members from each zone. It shall supervise the preparation of examination specifications and be responsible for the content and scoring of all examinations in the fundamentals and principles and practice of engineering.

The committee, in the interest of uniformity and efficiency, may prepare examination development procedures and shall review examination scores and make recommendations of minimum passing grades for examinations.

At least 50 percent of the committee members should be carryover members to provide continuity of the program.

This committee shall have the authority to recommend, in connection with its work, the appointment of consultants.

Section 7.07 Committee on Examinations for Professional Surveyors. The Committee on Examinations for Professional Surveyors (EPS) shall consist of a chair and three members from each zone. All members shall be professional surveyors. EPS shall supervise the preparation of examination specifications and be responsible for the content and scoring of all examinations in the fundamentals and principles and practice of surveying.

The committee, in the interest of uniformity and efficiency, shall prepare examination development procedures and shall review examination scores and make recommendations of minimum passing grades for examinations.

At least 50 percent of the committee members should be carryover members to provide continuity of the program.

This committee shall have the authority to recommend, in connection with its work, the appointment of consultants.

Section 7.08 Committee on Examination Policy and Procedures. The Committee on Examination Policy and Procedures (EPP) shall consist of a chair, two members selected from each zone, and the chairs of the Committee on Examinations for Professional Engineers and Examinations for Professional Surveyors (or their representatives) as consultants. In addition, the President may appoint other consultants as deemed necessary, including a member board administrator.

This committee shall be responsible for reviewing the effectiveness of the examinations and recommending policies, specifications, and procedures consistent with the trends in the engineering and surveying professions.

Section 7.09 Committee on Finances. The Committee on Finances shall consist of a chair and two members from each zone. It shall study the financial needs of the Council, recommend sources of income and ways and means of securing adequate funds for the proper operation of the Council, and assist the Board of Directors in the financial year's budget performance and report its findings to the Council. This committee shall recommend to the Board of Directors the next year's budget for approval. Financial procedures shall be in accordance with Article 9, Finances, and established policies and procedures of the Council. The President-Elect and Treasurer shall serve as ex-officio members of the committee.

Section 7.10 Committee on Law Enforcement. The Committee on Law Enforcement shall consist of a chair and members from each zone. At least one member shall be a surveyor. The committee shall receive comments and suggestions from Member Boards regarding state board regulatory functions and submit recommendations for action to the Board of Directors. The committee will consider and recommend methods for Member Boards to achieve more effective and uniform enforcement of licensing acts and for greater interstate coordination of enforcement actions, including better utilization of available technologies. The committee is responsible for periodically updating the *Investigation and Enforcement Guidelines* to assist Member Boards in investigative techniques, hearing procedures, and settlements.

Section 7.11 Committee on Member Board Administrators. The Committee on Member Board Administrators shall consist of a chair, who shall be a member board administrator; at least two member board administrators from each zone; and two current members or emeritus members of Member Boards. The committee shall arrange for the conference of administrators at the Annual Meeting and Interim Meetings of the NCEES zones. Throughout the year, the committee shall strive to provide close cooperation between administrators and to facilitate and assist any efforts by the Member Boards in addressing licensure processes and practices.

Section 7.12 Committee on Uniform Procedures and Legislative Guidelines. The Committee on Uniform Procedures and Legislative Guidelines (UPLG) shall consist of a chair and members from each zone. At least one member shall be a surveyor. The committee shall promote effective procedures for uniform comity by maintaining the *Model Law* and *Model Rules*. The committee shall incorporate revisions to *Model Law* and *Model Rules* language as result of motions, suggestions, and comments from other NCEES committees, task forces, and Member Boards. The committee is empowered to recommend amendments that it feels may be necessary. A comprehensive review of the *Model Law* and *Model Rules*, with the view of possible revision, is to be made by the committee at least once every five years.

Section 7.13 Special Committees and Task Forces. Special committees and task forces may be appointed at any time by the President for any purpose pertinent to the work of the Council. Such committee or task force shall be assigned specific charges and time for completion of their work and report to the Board of Directors. Such committee or task force membership shall be representative of the knowledge and experience required.

Section 7.14 Participating Organizations Liaison Council. In addition to the committees of the Council, there shall be a Participating Organizations Liaison Council (POLC). This council shall consist of one representative appointed by each participating organization. The President shall serve as chair of POLC. A two- or three-year term of appointment is suggested for each designated representative, each of whom should have ready communication with the governing board of the organization represented in order to effectively serve in a consultative and advisory capacity for the Council.

POLC should bring to the Council the policies and thinking of the board of directors of the participating organizations on all matters pertaining to licensure and legal recognition of engineers and surveyors, and should also serve as a channel of communications of Council policies and procedures to participating organizations.

Section 7.15 Restrictions on Endorsements. No committee or committee member of the Council shall endorse, recommend, or certify, gratuitously or for profit, on behalf of the Council, any product or service or any publication not issued, published by the Council, or authorized by the Board of Directors.

ARTICLE 8. STAFF.

Section 8.01 Council Staff. The Council shall employ a Chief Executive Officer and such other staff as required to conduct the affairs of the Council.

Section 8.02 Chief Executive Officer. The Chief Executive Officer shall be appointed by vote of the Board of Directors and shall hold office subject to the terms of an employment contract.

The Chief Executive Officer shall serve as the Secretary of the Corporation and as “chief employed officer” of the Council with full authority for the management of its affairs, subject to the duties specified by the *Bylaws*, the policies and procedures of the Council, and the employment contract, or the Board of Directors.

Section 8.03 Restrictions on Endorsement. No staff member of the Council shall endorse, recommend, or certify, gratuitously or for profit, on behalf of the Council, any product or service or any publication not issued, published by the Council, or authorized by the Board of Directors.

ARTICLE 9. FINANCES.

Section 9.01 Budget Preparation. The Committee on Finances shall submit a recommended annual budget for review by the Board of Directors. The Committee on Finances will present the budget as part of its committee report for Council approval at the Annual Meeting.

The fiscal year shall begin on October 1 and extend through September 30 of the following calendar year.

Section 9.02 Annual Audit. An annual audit shall be made by an independent certified public accountant according to generally accepted auditing standards and reported in the usual auditing format.

Section 9.03 Business Travel Expenses. All business travel expenses submitted for reimbursement to the Council shall be in accordance with the travel policy established by the Board of Directors.

ARTICLE 10. MEMBERSHIP FEES.

Section 10.01 Fees. Member Board annual membership fees are due 30 days within receipt of an invoice from NCEES. The fee schedule for Member Boards shall be based on the number of licensees of record as of December of the preceding calendar year.

Section 10.011 Fee Schedule. The annual membership fees for Member Boards shall be determined by the Council in accordance with the financial policy.

Section 10.012 Inactive Status. Any Member Board in arrears in membership fees 90 days prior to the Annual Business Meeting shall be placed in an inactive status by the Board of Directors. Member Boards in an inactive status shall not be entitled to vote. Individual members of Member Boards may not hold office or serve on committees. Representatives of boards in inactive status may attend meetings of the Council and may have the privilege of the floor. To be reinstated to an active status and to all the rights and privileges pertaining thereto, an inactive Member Board shall pay all fees and assessments in arrears plus those that have accrued during such inactive status period.

Section 10.0125 Examinees. Examinees may register and sit for NCEES examinations even when their NCEES member board is in arrears.

Section 10.013 Dues. Annual dues for International Affiliate Organizations and Participating Organizations are due on January 1 for the ensuing calendar year.

Section 10.014 Dues Schedule. Any annual membership dues of International Affiliate Organizations and Participating Organizations shall be paid in accordance with a schedule established annually by the Board of Directors.

ARTICLE 11. ELECTIONS.

Section 11.01 Nominations. A nomination for the office of President-Elect shall be presented to the Board of Directors by the respective Zone Vice President as voted on by the respective zone at its Zone Interim Meeting. The order of rotation for President-Elect shall be Northeast Zone, Central Zone, Southern Zone, and Western Zone.

Member boards may submit nominations for qualified Treasurer candidates in the third year of the outgoing Treasurer's term. These nominations shall be filed with the Chief Executive Officer not later than 60 days prior to the opening of the Annual Business Meeting.

Any delegate shall have the privilege of making nominations for President-Elect and Treasurer from the floor. Such nominees from the floor must meet requirements set out in Section 4.05 and be seconded by at least four Member Boards.

Section 11.02 Tellers Committee. The Tellers Committee shall consist of five members, including a chair and one representative from each zone. No member of the committee is eligible to serve as a teller for an election in which he or she is a candidate. The Tellers Committee will tabulate the results for all votes taken and report the results to the President.

Section 11.03 Voting. All elections shall be by ballot at the Annual Business Meeting. All elections shall be by a majority of votes cast unless otherwise stipulated by the *Bylaws*.

Section 11.04 Election of Vice Presidents. Vice Presidents from the Southern and Northeast Zones shall be elected at their Zone Interim Meeting in odd-numbered years. Vice Presidents from the Central and Western Zones shall be elected at their Zone Interim Meeting in even-numbered years.

The Secretary-~~Treasurer~~ of the zone shall file with the Chief Executive Officer the name of the zone-elected Vice President and Assistant Vice President not less than 60 days prior to the opening of the Annual Business Meeting of the Council.

Rationale for changes to Section 11.04

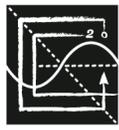
The Special Committee on Bylaws received a charge to propose amendments as necessary to remove "Treasurer" from the "Secretary-Treasurer" zone officer title throughout the *Bylaws*. The title change is proposed to reflect the duties of the office, which no longer include handling zone financial affairs or submitting financial statements.

ARTICLE 12. ADOPTION AND AMENDMENTS.

Section 12.01 Adoption. The *Bylaws* shall become effective upon adoption by the Council at its annual business meeting. For such adoption, a two-thirds affirmative vote of the member boards present and in good standing shall be required.

Section 12.02 Amendments. The *Bylaws* may be amended at any annual business meeting by a two-thirds affirmative vote of the member boards present and in good standing. Any amendment proposed shall be sent to a Special Committee on Bylaws by the President at the President's initiative or as requested based on action by the Council. Any amendments recommended by a Special Committee on Bylaws shall be submitted to all member boards at least 60 days prior to the date of the earliest zone meeting preceding the next annual business meeting. Voting shall be by sections. All sections shall be considered in their proposed form, including punctuation and verbiage. Changes to the published amendments will not be permitted during the annual business meeting. Copies of the proposed amendments to be voted upon shall be distributed in written form to delegates at the annual business meeting.

Section 12.021 Effective Date of Amendments. An amendment to the *Bylaws* shall become effective upon certification by the presiding officer at the annual business meeting of a two-thirds affirmative vote of the member boards in good standing represented.



NCEES

*advancing licensure for
engineers and surveyors*

Dyer, Sherrie

From: Council Relations <council-relations@ncarb.org>
Sent: Thursday, February 23, 2023 1:22 PM
To: Dyer, Sherrie
Subject: [EXT] NCARB Eliminates the ARE Rolling Clock Policy
Attachments: Rolling Clock.pdf



Hello Member Board Members and Executives,

We are pleased to announce that the previously embargoed news of the transition from the Architect Registration Examination (ARE®) rolling clock policy to a new score validity policy, has now been announced to candidates, and other impacted stakeholders.

Effective May 1, under the new policy, passed ARE divisions from both the current and prior versions of the exam will be valid. This national policy change will reinstate the validity of all passed ARE 4.0 divisions, taken between 2008 and 2018. NCARB will be working with licensing boards across the U.S. to facilitate adoption at the state level.

For current test takers, this means the validity of their ARE 5.0 divisions will be extended through the next iteration of the exam (likely ARE 6.0), effectively doubling score validity to at least 10 years. Analysis of the impact of the rolling clock showed that the policy disproportionately impacted women and people of color and continuing the policy would hinder progress toward equity in the architectural profession.

Psychometric study and additional research into exam content showed that the new policy – based upon exam version, not a fixed timeframe - would be more effective than the previous policy in ensuring candidate competency.

NCARB staff will continue to work with boards that have been impacted by this change.

To learn more, please read the attached press release or visit [NCARB.org](https://www.ncarb.org).

For questions, please reach out to Council Relations at council-relations@ncarb.org.

National Council of Architectural Registration Boards

1401 H Street, Suite 500 | Washington, D.C., 20005

Customer Service: 202-879-0520

Council Relations: council-relations@ncarb.org



February 23, 2023

For Release: Immediately

Public Relations Specialist, Marketing & Communications

MEDIA CONTACT
Molly Mallon
mmallon@ncarb.org

NCARB Eliminates the ARE Rolling Clock Policy

Washington, DC—The National Council of Architectural Registration Boards (NCARB) is retiring the Architect Registration Examination (ARE®) rolling clock policy and implementing a new score validity policy, effective May 1, 2023.

Under the new policy, passed ARE divisions from both the current and prior versions of the exam will be valid. This national policy change will reinstate the validity of all passed ARE 4.0 divisions, taken between 2008 and 2018. NCARB will be working with licensing boards across the U.S. to facilitate adoption at the state level.

For current test takers, this means the validity of their ARE 5.0 divisions will be extended through the next iteration of the exam (likely ARE 6.0), effectively doubling score validity to at least 10 years.

Analysis of the impact of the rolling clock showed that the policy disproportionately impacted women and people of color and continuing the policy would hinder progress toward equity in the architectural profession. Psychometric study and additional research into exam content showed that the new policy – based upon exam version, not a fixed timeframe - would be more effective than the previous policy in ensuring candidate competency.

“This research-backed decision to eliminate the rolling clock policy was unanimously supported by the Board of Directors and the new score validity policy will maintain the integrity of the exam while making the ARE more equitable,” said NCARB President Bayliss Ward, NCARB, AIA.

Some jurisdictions have existing rules and laws related to the five-year rolling clock policy that may not automatically update with the NCARB change. NCARB’s goal is to work with all Member Boards toward eliminating rolling clock-type policies as soon as possible.

NCARB will be automatically reinstating the validity of any previously expired ARE 4.0 divisions for all candidates that are testing in a jurisdiction that does not have a jurisdictional level rolling clock requirement. All reinstated ARE 4.0 divisions will be used to calculate appropriate ARE 5.0 credits under the new score validity policy. Any ARE 5.0 credits based on ARE 4.0 divisions will remain valid until the end of ARE 5.0 delivery. All passed exams prior to the 2008 ARE 4.0 launch remain invalid.

About NCARB

The National Council of Architectural Registration Boards’ membership is made up of the architectural licensing boards of the 50 states, the District of Columbia, Guam, the Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands. NCARB, in collaboration with these boards, facilitates the licensure and credentialing of architects to protect the health, safety, and welfare of the public.

To achieve these goals, NCARB works with its Member Boards and volunteers to develop and facilitate standards for

licensure, including the national examination and experience program. NCARB also recommends regulatory guidelines for licensing boards and helps architects expand their professional reach through the NCARB Certificate.

Connect with NCARB on [LinkedIn](#), [Twitter](#), [Facebook](#), and [YouTube](#).

Dyer, Sherrie

From: Council Relations <council-relations@ncarb.org>
Sent: Friday, February 24, 2023 9:32 AM
To: Dyer, Sherrie
Subject: [EXT] New Reciprocity Agreement Signed by United States and United Kingdom



Hello Member Board Members and Executives,

The National Council of Architectural Registration Boards (NCARB) and the UK's Architects Registration Board (ARB) signed a new Mutual Recognition Agreement (MRA), increasing international practice opportunities for U.S. architects. The MRA goes into effect on April 25, 2023.

The agreement will provide a new path for eligible architects to get licensed and expand their careers in each country. NCARB will be offering this new option to each of its 55 jurisdictional licensing boards for incorporation into their individual licensure eligibilities.

"This agreement will allow many NCARB-certified U.S. architects to increase their engagement internationally while having confidence in the shared commitment to strict standards of health and safety," said NCARB President Bayliss Ward, NCARB, AIA.

"Signing this MRA—creating a reciprocal arrangement whereby UK architects can register and practice in participating jurisdictions within the United States—is an exciting moment for the sector. The agreement helps to open up opportunities for cooperation between individuals and firms in the UK and United States in a way which upholds standards", said Hugh Simpson, Chief Executive and Registrar, Architects Registration Board.

The agreement is based on an assessment of similarities in architecture licensing standards as established by NCARB for utilization by its member jurisdictions, and the requirements for registration in the United Kingdom. Modeled after similar arrangements between NCARB and Canada, Australia, and New Zealand, the agreement has three key requirements. To apply for a reciprocal license in either country, architects must:

- Hold a valid license/registration in good standing from their home licensing authority (A jurisdiction within the United States or in the United Kingdom)
- Have lawful authorization to work in the locality in which they are registered
- Hold an active and qualifying NCARB Certificate

"Through this agreement, NCARB celebrates a new relationship with the United Kingdom as it continues to enhance the value of the NCARB Certificate as a facilitator of domestic and international mobility for many U.S. licensed practitioners. We are pleased to sign this Mutual Recognition Agreement emphasizing a shared approach of appropriate rigor in guiding the licensure of architects, thus furthering our mutual desire to enhance the global health, safety, and welfare of the public," said NCARB CEO Michael Armstrong.

This agreement is the result of over five years of research and negotiation between NCARB and the ARB and was approved by NCARB's membership at the 2022 Annual Business Meeting. Because each U.S. jurisdiction is responsible for the regulation of architecture within its borders, each U.S. jurisdiction must individually determine if it will accept the Mutual Recognition Agreement.

Legislation passed in the U.K. in early 2023 to allow for the implementation of the MRA.

To learn more, visit <https://www.ncarb.org/press/new-reciprocity-agreement-signed-united-states-and-united-kingdom>.

For questions, please reach out to Council Relations at council-relations@ncarb.org.

National Council of Architectural Registration Boards

1401 H Street, Suite 500 | Washington, D.C., 20005

Customer Service: 202-879-0520

Council Relations: council-relations@ncarb.org



4.0 Activities Report

ACTIVITIES REPORT FOR THE YEAR 2023

DATE	ASSESSOR			AR			AR/LA			LA			LS		
	RES	NON	TOT	RES	NON	TOT	RES	NON	TOT	RES	NON	TOT	RES	NON	TOT
1/31	9	4	13	108	854	962	1	0	1	21	62	83	105	287	392
2/28	9	4	13	108	854	962	1	0	1	21	62	83	105	287	392
3/31															
4/30															
5/31															
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10/31															
11/30															
12/31				1	0	1	1	0	1	21	60	81	109	293	402

DATE	PE			PE/AR			PE/LA			PE/LS			PE/LS/R		
	RES	NON	TOT	RES	NON	TOT	RES	NON	TOT	RES	NON	TOT	RES	NON	TOT
1/31	959	4071	5030	1	1	2	0	0	0	35	13	48	1	0	1
2/28	959	4071	5030	1	1	2	0	0	0	35	13	48	1	0	1
3/31															
4/30															
5/31															
6/30															
7/31															
8/31															
9/30															
10/31															
11/30															
12/31	965	4095	5060	0	1	1	0	0	0	34	13	47	1	0	1

DATE	PE/R			REMIANIATOR			LICENSEES			BUSINESS		
	RES	NON	TOT	RES	NON	TOT	RES	NON	TOTAL	RES	NON	TOT
1/31	11	3	14	15	19	34	1266	5314	6580	253	2333	2586
2/28	11	3	14	15	19	34	1266	5314	6580	253	2333	2586
3/31												
4/30												
5/31												
6/30												
7/31												
8/31												
9/30												
10/31												
11/30												
12/31	11	3	14	15	18	33	1158	4483	5641	257	2332	2589

		JAN	FEB	MAR	APR	MAY	JUNE
Business		2586	2586				
Active		6580	6580				
Inactive		295	295				
Retired		227	215				
TOTAL		9688	9676				

		JULY	AUG	SEPT	OCT	NOV	DEC
Business							
Active							
Inactive							
Retired							
TOTAL							

5.0 Investigation Reports

**STATE OF SOUTH DAKOTA
DEPARTMENT OF LABOR AND REGULATION
BOARD OF TECHNICAL PROFESSIONS**

In the Matter of:

Elmer Claycomb,
Licensee.

CONSENT AGREEMENT

Case No. 23-01

License Nos. 10337 and C-6412

Pursuant to South Dakota Codified Laws (SDCL) 36-1C-6 and 1-26-20, in consideration of the above-captioned matter, and as the full and final resolution of this matter, the undersigned parties do hereby consent and agree to the following:

1. The South Dakota Department of Labor and Regulation, Board of Technical Professions (Board) has jurisdiction over this matter pursuant to SDCL Chapter 36-18A.
2. The Board may take disciplinary action against a licensee on any of the grounds listed in SDCL 36-18A-56, including if a licensee has “violated any statute, rule, or order that the board has issued or is empowered to enforce” or has “failed to meet any requirement for issuance or renewal of the person's license or certificate” Id. at (1) and (7).
3. SDCL 36-18A-8 requires any person or business entity practicing or offering to practice engineering in South Dakota to be licensed by the Board.
4. SDCL 36-18A-39 states that a license expires two years after the date of issuance unless the licensee pays the required renewal fee and successfully completes all continuing professional development requirements established by the Board.

5. Disciplinary action may include suspension of the license pursuant to SDCL 36-18A-57.
6. ELMER CLAYCOMB (CLAYCOMB) is licensed by the Board as a professional engineer with the license number 10337 and has been so licensed since September 17, 2010.
7. On September 30, 2022, CLAYCOMB's professional engineer license expired and CLAYCOMB became no longer eligible to practice in South Dakota.
8. CLAYCOMB ENGINEERING is a business entity and holds a certificate of authorization from the Board. CLAYCOMB ENGINEERING has been so certified with the license number C-6412 since September 17, 2010. CLAYCOMB is the primary agent of that business entity. This business license expired on September 30, 2022.
9. On October 7, 2022, the Board office mailed CLAYCOMB a letter to his address on file with the Board that stated that his "individual South Dakota professional license expired on **September 30, 2022. You may not practice or offer to practice in South Dakota.**" (emphasis in original).
10. On November 1, 2022, CLAYCOMB issued a letter, stamped with his professional engineer seal, on the letterhead of CLAYCOMB ENGINEERING. The letter included his professional opinion on a project in his role as floodplain administrator for the Town of Hermosa.

11. On January 11, 2023, a written complaint (Complaint) was filed against CLAYCOMB alleging that he practiced engineering without an active license in violation of SDCL 36-18A-8.
12. On January 17, 2023, the Board's executive director, Sherrie Dyer, emailed a copy of the Complaint to CLAYCOMB.
13. The next day, CLAYCOMB responded by email and acknowledged that his license had expired on September 30, 2022.
14. The Board did not receive any request by CLAYCOMB to renew his license prior to the filing of the Complaint.
15. The above-described conduct constitutes grounds for discipline pursuant to SDCL 36-18A-56(1) and (7).
16. CLAYCOMB is aware of and understands the nature of this matter. CLAYCOMB acknowledges that he has been informed of various rights he has in this matter. These rights include, but are not limited to, the right to:
 - a. be represented by a lawyer in this matter;
 - b. receive notice of any hearing in this matter;
 - c. have a contested case hearing, as defined in SDCL 1-26-1(2). A contested case hearing includes the right of the licensee to be present at the hearing, be represented by legal counsel, introduce evidence, present testimony, call witnesses to testify, cross-examine all witnesses present, and submit argument on his own behalf; and

d. appeal any decision based on the contested case hearing to circuit court and the South Dakota Supreme Court, as provided by law.

CLAYCOMB agrees that, by signing this Consent Agreement, CLAYCOMB voluntarily waives all of these rights, procedures, and proceedings before the Board. Licensee further waives any other rights to which he may be entitled under state or federal law as applicable to this matter.

17. CLAYCOMB is not represented by an attorney in this matter and is representing himself in this matter.
18. CLAYCOMB understands that by entering into this Consent Agreement, the Board is making a finding that CLAYCOMB violated SDCL 36-18A-8 and 36-18A-56(1) and (7). In addition, CLAYCOMB understands that by entering into this Agreement, the Board is taking formal disciplinary action against CLAYCOMB.
19. In return for CLAYCOMB's agreement to the provisions of this Consent Agreement, the Board agrees not to proceed to formal hearing in this matter and agrees that this Consent Agreement will constitute the final Board disposition of this matter.
20. CLAYCOMB agrees that this Consent Agreement shall serve as the final resolution of this matter, including any appeal. CLAYCOMB also agrees, in lieu of further contesting this matter, that his license shall be suspended for a period of six months which shall be stayed for a period of one year upon the following conditions:

- a. CLAYCOMB shall pay a fine in the amount of \$250, due to the Board office within 30 days of the effective date of this Consent Agreement.
 - b. CLAYCOMB shall take all necessary steps to have his licenses restored to good standing with the Board in accordance with applicable Board rules regarding late renewal applications. CLAYCOMB shall complete these steps within 30 days of the effective date of this Consent Agreement.
 - c. CLAYCOMB shall complete four hours of approved professional development coursework focusing on professional ethics. The coursework should be preapproved by the Board office and the hours shall not count toward CLAYCOMB's regular professional development hours required for renewal.
 - d. CLAYCOMB shall comply with all provisions of SDCL Chapter 36-18A and ARSD Article 20:38.
21. If CLAYCOMB fails to comply with any of the terms of this Consent Agreement, CLAYCOMB agrees that any such violation would constitute new grounds for further discipline and/or serve as a basis for revocation of the stay.
 22. CLAYCOMB understands and agrees that the terms of this Consent Agreement shall be public.
 23. CLAYCOMB consents, agrees, and acknowledges that this Consent Agreement must be submitted to the Board at a public meeting for

acceptance or rejection. If the Board rejects this Consent Agreement, CLAYCOMB waives any right to claim prejudice or to request recusal of any Board member by reason of any factual basis submitted to the Board in an effort to resolve this matter by Consent Agreement rather than by formal proceeding.

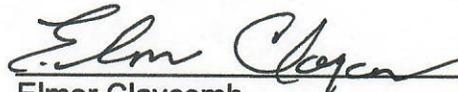
24. CLAYCOMB understands that nothing in this Consent Agreement will be deemed to restrict the Board from raising facts in reference to CLAYCOMB outside of those set forth in this Consent Agreement, if there are other material facts related to the matters under investigation that have not been set forth or disclosed herein.
25. CLAYCOMB understands that this Consent Agreement may be considered in any future licensing matters with the Board and for the purposes of determining the appropriate sanctions in any future actions by the Board for any violations of laws or regulations of the State of South Dakota or for failing to abide by any order or decision of the Board.
26. CLAYCOMB has read, understands, and agrees to this Consent Agreement and is freely and voluntarily signing it. This Consent Agreement contains the entire agreement between the parties relating to the matters referenced in the Consent Agreement. CLAYCOMB is not relying on any other representations of any kind, verbal or otherwise.
27. CLAYCOMB agrees to waive any rights and procedures afforded him under SDCL Chapters 1-26, 36-18A, 36-1C, and ARSD Article 20:38.

28. If this Consent Agreement is approved by the Board, a copy of the executed Consent Agreement will be served by first class mail on CLAYCOMB by mailing a copy to his address on file with the Board.
29. This Consent Agreement shall be effective on the date it is signed by the Board Chair.

CONSENT AND ACKNOWLEDGMENT

By signing below, I accept and agree to the terms of this Consent Agreement. I agree that I have read and understand the terms of this Consent Agreement and I understand that I am waiving my due process rights and my right to a hearing. I am freely and voluntarily entering into this agreement.

Dated this 27 day of January, 2023.
(month and year)



Elmer Claycomb
Licensee

Dated this _____ day of _____.
(month and year)

Catherine Dekkenga
Board Chair

**STATE OF SOUTH DAKOTA
DEPARTMENT OF LABOR AND REGULATION
BOARD OF TECHNICAL PROFESSIONS**

IN THE MATTER OF:

Michael Richard Hanson, Licensee;

and

Hanson Surveying & Mapping, Business
Licensee;

License Nos. 6251 and C-1379.

Case 21-07

CONSENT AGREEMENT

In consideration of the above-captioned matter and as the full and final resolution of this matter, the undersigned parties do hereby consent and agree to the following:

1. The South Dakota Department of Labor and Regulation, Board of Technical Professions (Board) has jurisdiction over this matter pursuant to South Dakota Codified Laws (SDCL) Chapter 36-18A.
2. The Board may take disciplinary action against a licensee on any of the grounds listed in SDCL 36-18A-56, including if a licensee has been “convicted of or has pleaded guilty or nolo contendere to a felony, whether or not the person admits guilt, or has been shown to have engaged in acts or practices tending to show that the applicant or licensee is incompetent or has engaged in conduct reflecting adversely on the person’s ability or fitness to engage in that person’s professional practice.”

3. Disciplinary action may include revocation of the license pursuant to SDCL 36-18A-57.
4. MICHAEL RICHARD HANSON (HANSON) is a licensed land surveyor with the Board, his license number is 6251, and HANSON has been licensed since January 2, 1997.
5. HANSON SURVEYING & MAPPING is a licensed business with the Board, its license number is C-1379, and the business has been licensed since March 1, 2000. HANSON is the sole registered agent of the business with the Board.
6. On July 16, 2019, HANSON was indicted in United States District Court, District of South Dakota, Western Division, in court file number 5:19-cr-50086-JLV on three counts: Count One – receipt of child pornography under 18 U.S.C. § 2252A(a)(2)(A); Count Two – possession of child pornography under 18 U.S.C. § 2252A(a)(5)(B); and Count Three – transportation of obscene matter under 18 U.S.C. § 1462(a).
7. On December 10, 2020, HANSON pleaded guilty to Count One – receipt of child pornography under 18 U.S.C. § 2252A(a)(2)(A) of the indictment, a felony, and the remaining counts were dismissed. HANSON was sentenced to a prison term of 60 months.
8. The above-described conduct constitutes grounds for discipline under SDCL 38-18A-56(4).
9. HANSON is aware that he may choose to be represented by legal counsel in this matter and is waiving that right and representing himself in this matter.

10. HANSON is aware of and understands the nature of this matter and has been informed of his right to counsel, notice, hearing, and appeal, and that by agreeing to and signing this Consent Agreement, HANSON waives all procedures and proceedings before the Board to which he may be entitled under state or federal law.
11. HANSON understands that by entering into this Consent Agreement, the Board is making a finding that HANSON violated SDCL 36-18A-56(4). In addition, HANSON understands that by entering into this Agreement, the Board is taking formal disciplinary action against HANSON.
12. In return for HANSON's agreement to the provisions of this Consent Agreement, the Board agrees not to proceed to formal hearing in this matter and that this Consent Agreement will constitute the final Board disposition of this matter.
13. HANSON agrees that this Consent Agreement shall serve as the final resolution of his application, including his appeal. HANSON also agrees, in lieu of further contesting this matter, that his license to practice land surveying (license number 6251) and his business license (license number C-1379) shall be immediately REVOKED.
14. HANSON understands that the terms of this Consent Agreement will be public.
15. HANSON understands that nothing in this Consent Agreement will be deemed to restrict the Board from raising facts in reference to HANSON outside of those set forth in this Consent Agreement, if there are other material facts related to the matters under investigation that have not been set forth or disclosed herein.

16. HANSON consents, agrees, and acknowledges that this Consent Agreement must be submitted to the Board for acceptance or rejection. In the event the Board rejects the recommendations for resolution by Consent Agreement, HANSON waives any right to claim prejudice or to request recusal of any board member by reason of any factual basis submitted to the Board in an effort to resolve this matter by Consent Agreement rather than by formal proceeding.
17. HANSON understands that this Consent Agreement may be considered in any future licensing procedures with the Board and for the purposes of determining the appropriate sanctions in any future actions by the Board for any violations of laws or regulations of the State of South Dakota or for failing to abide by any order of the Board.
18. HANSON has read, understands, and agrees to this Consent Agreement and is freely and voluntarily signing it. This Consent Agreement contains the entire agreement between the parties relating to the matters referenced in the Consent Agreement. HANSON is not relying on any other representations of any kind, verbal or otherwise.
19. HANSON agrees to waive any rights and procedures afforded him under SDCL Chapters 1-26, 36-18A, 36-1C, and ARSD Article 20:38.
20. If this Consent Agreement is approved by the Board, a copy of the executed Consent Agreement will be served by first class mail on HANSON by mailing a copy to him at his last address on file with the Board.

Dated this 4 day of _____ 2023.

South Dakota Board of Technical Professions

Catherine Dekkenga
Board Chair

I have read and understand the terms of this Consent Agreement and I understand that I am waiving my due process rights and my right to a hearing. I am voluntarily entering into this agreement.

Dated this 4TH day of JANUARY.
(date and month)



Michael Richard Hanson
Licensee

Item 5.3 Discussion on hearing process

Discussion on how the Board would like to handle hearings that result from complaints that come before the Board. Board Counsel Jerry McCabe cannot serve as both prosecutor and Board advisor.

Board will need to decide on hiring outside counsel, proceeding without a legal advisor, or refer all complaints to the Office of Hearing Examiners (OHE).

6.0 Executive Session

7.0 Unfinished Business – Action Items

Action Items

	Initial Date	Action	Decision	Responsible Person(s)	Status
1	05/18/2018	20:38:38 Fire Protection Systems	Rules review for streamlining Fire Protection	Committee formed by Albertson and Dekkenga	On-Going
2	01/18/2019	Marketing and Outreach	Newsletter, Webinars, etc.	Staff	On-Going—swag ordered, will search and sign up for career day at SD schools
3	03/01/2021	Update Acronyms found in Blue Book	Review Rules for revision/updating	Staff/Legal Counsel	On-Going
4	05/25/2022	CLARB for adoption of alternative methods to certification for LA	Follow CLARB Regional/Annual meeting for adoption of alternative	Staff/ASLA Section Chair	On-Going
5	01/28/2022	Strategic Planning	Session to possibly be held on Thursday afternoon before scheduled Board Meetings	Board/Staff	On-Going
6	01/28/2022	File Director Program	Scanning of Historical Documents	BIT/Staff	Scanning has begun.
7	09/30/2022	SD 90	Assess the bill and any possible changes before the effective date arrives	Committee formed of Albertson, Carda, McCabe, and Dyer	On-Going
8	09/30/2022	“rules/language” for those listing unemployed as employer on the renewal	Find rule that supports this to be added into letters	Peters, McCabe and Dyer	Update Board
9	09/30/2022	Application to Denial Process (second reviews)	Review process and align with rules, update letters as necessary	McCabe, Dyer, and at least one: Albertson, Carda or Thingelstad	Completed
10	09/30/2022	Procedures/Policy Overview	Review rules and processes to make sure they align	McCabe and Dyer	On-Going

8.0 New Business

9.0 PDH Audits

PDH AUDIT REPORT
PENDING FROM PREVIOUS BOARD MEETING(S)
For September 29, 2022
BOARD MEETING

Name	Prof	Sent 1st letter (or email) need audit records	<u>Rcvd Audit Record</u>	Board NOT approved	Sent 2nd letter – need audit records	<u>Rcvd Audit Record</u>	Board NOT approve	Sent 3rd letter – need audit record	Rcvd Audit Record
Patch, Timothy Allan	LS	06/22/22	06/28/22	07/29/22	08/01/22 due 10/30/22	Nothing received as of 12/31/22		Final Notice 1/30/2023 Due 2/28/2023	

10.0 Approvals

10.1 Approval of Passed Exams

10.1.1 Approval of Passed FE Exam

Board Meeting Examinee Report

Examinees Passed FE Exam

Meeting Date: March 31, 2023

Name	Certificate #	Exam
Buseman, Noah Thomas	13318	FE
Jensen, Ethan James	13319	FE
Zook, Rachel	13320	FE
Rau, Jessica Noelle	13321	FE
Eskam, Asher	13322	FE
Tomes, Amanda Ann	13323	FE
Hieb, Carolyn Faye	13324	FE
Jones, Max Mitchell	13325	FE
Healy, Mitchell Robert	13326	FE
Rothschadl, Beau	13327	FE
Schlotman, Paul David	13328	FE
Krommendyk, Spencer Dale	13335	FE
Scott, Sommer	13341	FE
Lommel, Carter Lee	13343	FE
Lakmann, Dalton Daniel	13344	FE
Ihrke, Samuel Arles	13345	FE
Good, Cameron Wade	13348	FE
Cotter, Kimberly Ferguson	13351	FE
Anderson, Josiah Paul	13352	FE
Forman, Adam John	13353	FE
Huizenga, Caleb James	13354	FE
Austin, Trever	13355	FE
Brainard, Benjamin Scott	13356	FE
Moberg, Jason D	13357	FE
Bergjord, Zechariah Linn	13358	FE
Boerboom, Noah James	13359	FE
Tisher, Jacob Aaron	13360	FE
Pfeiffer, Vishnu Syd	13361	FE

10.1.2 Approval of Passed FS Exam

Board Meeting Examinee Report

FS Examinee Passed FS Exam

Meeting Date: March 31, 2023

Name	Exam	Certificate
N/A	FS	N/A

10.1.3 Approval of Passed PE Exam

Board Meeting Examinee Report

PE Examinees Passed PE Exam

Meeting Date: March 31, 2023

Name	License #	Exam
Nelson, Anna	16258	PE
Bell, Tyler	16259	PE
Haigh, Seth	16260	PE

10.1.4 Approval of Passed PS Exam

Board Meeting Examinee Report

PS Examinees Passed PS Exam

Meeting Date: March 31, 2023

Name	City	State		License #
N/A	N/A	N/A		N/A

10.2 Approval to Take Exams

10.2.1 Approval to Take FE Exam

Board Meeting Examinee Report

FE Examinees For Approval

Meeting Date: March 31, 2023

Last Name	First Name	Exam
Almhed	Mohammed	FE
Almhed	Mamdouh	FE
Bennett	David	FE
Brummer	Russell	FE
Buse	Landon	FE
Cork	Brady	FE
Crowson	Alexander	FE
Elkin	Bryce	FE
Elliott	Samuel	FE
Finch	Daniel	FE
Hamann	Parker	FE
Hammond	Christian	FE
Helgeson	Ian	FE
Hennies	Cole	FE
Holter	Scott	FE
Jaeger	Madison	FE
Jehn	Jordan	FE
Jonas	Johnathan	FE
Josephson	Zach	FE
Kent	Heather	FE
Kerzman	Jacob	FE
Kistner	Mitchell	FE
Kliver	Tanner	FE
Lannerd	Armand	FE
Law	Kyle	FE

Last Name	First Name	Exam
Lundberg	Devin	FE
McDaniel	Carson	FE
Messegee	Blake	FE
Morgan	Michel	FE
Naeve	Nicholas	FE
Nierman	Jacob	FE
Olivier	Brody	FE
Olsen	Riley	FE
Overend	Samantha	FE
Reede	Dillion	FE
Robertson	Curran	FE
Satter	Michael	FE
Schlabach	Zane	FE
Seiwald	Cole	FE
Selbach	Maxwell	FE
Sharp	Shad	FE
Slattery	Collin	FE
Sudmeier	Christian	FE
Thompson	Morgan	FE
Tornberg	Josie	FE
Weisner	Connor	FE

10.2.2 Approval to Take FS Exam

Board Meeting Examinee Report

FS Examinees For Approval

Meeting Date: March 31, 2023

Last Name	First Name	Exam
Anderson	Logan	FS
Andresen	Alex	FS
Bahmuller	Hayder	FS
Fish	Dustin	FS
Frick	Kaden	FS
Hofer	Marie	FS
Kummer	Kayden	FS

Last Name	First Name	Exam
McLaury	Hudson	FS
Popkes	Carson	FS
Riibe	Joshua	FS
Watley	Chase	FS
Wendland	Jaden	FS

10.2.3 Approval to Take PE Exam

Board Meeting Examinee Report

PE Examinees For Approval

Meeting Date: March 31, 2023

Name	City	State	Comments
Allbee, Jordan	Aberdeen	SD	
Beck, Deryn	Pierre	SD	
Brockel, Brady	Sioux Falls	SD	
Christiansen, Jace	Sioux Falls	SD	
Cleveland, Tyler	Sioux Falls	SD	
Gillen, Nicholas	Mount Vernon	SD	
Hanson, Danielle	Yankton	SD	
Harms, Blake	Dell Rapids	SD	
Hart, Nathan	Dakota Dunes	SD	
Hoekstra, Arie	Sioux Falls	SD	
Link, Brandon	Harrisburg	SD	
Malsom, Luke	Aberdeen	SD	
Manfull, Riley	Dell Rapids	SD	
Peterson, Nicholas	Sioux Falls	SD	
Stearns, John	Harrisburg	SD	

Board Meeting Examinee Report

PS Examinees For Approval

Meeting Date: March 31, 2023

Name	City	State	Comments
Bixenman, Nick	Sioux Falls	SD	

10.3 Approval to License by Exam

10.3.1 Approval to License Architect by Exam

Board Meeting Examinee Report

License by Exam

Meeting Date: March 31, 2023

Name	City	State	Profession	License #
N/A				

10.3.2 Approval to License Landscape Architect by Exam

Board Meeting Examinee Report

License by Exam

Meeting Date: March 31, 2023

Name	City	State	Profession	License #
N/A				

10.3.3 Approval to License Remediator by Exam

Board Meeting Examinee Report

License by Exam

Meeting Date: March 31, 2023

Name	City	State	Profession	License #
Jaclyn McGuire	Pierre	SD	R	

10.4 Approval of Individuals by Comity

10.4.1 Approval by Comity - Architect

Board Meeting Comity Report

Individuals by Comity

Meeting Date: March 31, 2023

Name	City	State	Profession	License #
Bradshaw, David	Austin	TX	AR	
Brodersen, Travis	Omaha	Ne	AR	
Busch Jr, Michael	Little Falls	NJ	AR	
Carcoana, Lawrence	Fargo	ND	AR	
Delk, Daniel Wayne	Madison	WI	AR	
DeMartelaere, Scott Allen	Fergus Falls	MN	AR	
Englund, Corey Allan	Burnsville	MN	AR	
Hadley, Jesse Robert	Maple Grove	MN	AR	
Haller, Kai David	St. Louis Park	MN	AR	
Hanigan, Darin	Lincoln	NE	AR	
Hindes, Frank Elton	Indianapolis	IN	AR	
Hofmeister II, Richard Gail	LODI	CA	AR	
Jennings, Jeffrey Dean	Roseville	CA	AR	
Kennedy, Kevin	Charlotte	NC	AR	
Knodel, Angela	St. Louis Park	MN	AR	
mazzetti, bryant	denver	CO	AR	
McLain, Carry D.	Dallas	TX	AR	
Meseck, Timothy Robert	Ringwood	IL	AR	
Miller, Gregory	Arvada	CO	AR	
Murray, Justin A	Kansas City	MO	AR	
Nelson, Brad	Highlands Ranch	CO	AR	
Palone, Timothy	Oklahoma City	OK	AR	
Popp, Danny	Overland Park	KS	AR	
Roinila, Veli-Matti Tomi	Lincoln	NE	AR	
Smith, Ronald Keith	Dallas	TX	AR	

10.4.2 Approval by Comity – Landscape Architect

Board Meeting Comity Report

Individuals by Comity

Meeting Date: March 31, 2023

Name	City	State	Profession	License #
West, Tim L	Ankeny	IA	LA	

10.4.3 Approval by Comity – Land Surveyor

Board Meeting Comity Report

Individuals by Comity

Meeting Date: March 31, 2023

Name	City	State	Profession	License #
Bombacini, Rafael	Colorado Springs	co	LS	
Corbridge, Chase James	North Sioux City	SD	LS	
Dodge, Ty R	Clear Lake	WI	LS	
Jensen, Nicholas Robert	Dickinson	ND	LS	
Money, Aaron Lee	Buffalo	WY	LS	
Springer, Jay	Havre	MT	LS	

10.4.4 Approval by Comity – Professional Engineer

Board Meeting Comity Report

Individuals by Comity

Meeting Date: March 31, 2023

Name	City	State	Profession	License #
Ali, Sarah Elizabeth	Colorado Springs	CO	PE	
Allen, Chad M	Appleton	WI	PE	
Ashton, Alec James	Duluth	MN	PE	
Bergquist, Thomas	Newton	KS	PE	
Blinsky, Preston	Mandan	ND	PE	
Brucke, Paul	Toronta, ON	CAN	PE	
Brunsvold, Sarah Elise	St. Paul	MN	PE	
Bryantt, Tanner Scott	Minot	ND	PE	
Burbage, George Gregory	SUMMERVILLE	SC	PE	
Clarke, Ronald Allen	Kaukauna	WI	PE	
Cline, William Kevin	Richardson	TX	PE	
COOK, KYLE Gregory	JENKS	OK	PE	
Creamer, Philip Alan	Springboro	OH	PE	
Curtin, Ashley A	Blaine	MN	PE	
Denker, Benjamin Paul	Minneapolis	MN	PE	
Dux, Darin Lyn	Pella	IA	PE	
Erwin, Christopher William	Lisle	IL	PE	
Esho, Luay Subhi	Madison Heights	MI	PE	
Featherston, Travis Cole	Culbertson	MT	PE	
Fortin, Kyle	Queen Creek	AZ	PE	
Fox, Daniel James	St. Paul, MN	MN	PE	
Fratinaro, Vincent Frank	Glen Ellyn	IL	PE	
Gresty, Katlyn M.	Colorado Springs	CO	PE	
Habibi, Majid	Lake Oswego	OR	PE	
Hoban, Joanne Kay	Rio Rancho	NM	PE	
Jones, Kaleb K	NEW PLYMOUTH	ID	PE	
Kapuranis, Jim John	Albuquerque	NM	PE	
Kosakowski, Derek	Sioux Falls	SD	PE	
Layman, Allen Dean	Modesto	CA	PE	
Lee, Gary Michael	Harrisonville	MO	PE	
Leiss, Peter J	Hershey	PA	PE	
Lighthouse, Harvey E	Pasco	WA	PE	
Lund, Nels	Bismarck	ND	PE	
Lyon, Nicholas Jonathon	White Bear Lake	MN	PE	
Mack, Scott A.	Johnstown	PA	PE	
Mansell, Juliana Barbatto	PLANO	TX	PE	
Marvar, Paul Anthony	Novi	MI	PE	
Matthews, Donny R	Lexington	SC	PE	
Matthews, Steven M	Schenectady	NY	PE	
McMillan, George Arthur	Edinboro	PA	PE	

10.4.4 Approval by Comity – Professional Engineer

Board Meeting Comity Report

Individuals by Comity

Meeting Date: March 31, 2023

Montague, David L.	Cordova	TN	PE	
Mueller, Anthony	Omaha	NE	PE	
Murray, Shanique	Tulsa	OK	PE	
PRAZER, BRENT	DOYLESTOWN	OH	PE	
Reed, Lonny Robert	Heber City	UT	PE	
Riley, Gregory Leo	Tehachapi	CA	PE	
Robole, Jacob	MOUND	MN	PE	
Rothweiler, David John	Foley	MO	PE	
Rusinkiewicz, Piotr	Saint Paul	MN	PE	
Sabacky, Steven	Red Bank	TN	PE	
Schuele, Brian	Lincoln	NE	PE	
Scrima, Corey	Meridian	ID	PE	
Severson, Linda	Oregon	WI	PE	
Simpson, Sarah Lynn	Chanhassen	MN	PE	
Smiley, Shayah A.M.	Cumming	GA	PE	
Strehle, James Delmer	Golden valley	MN	PE	
Tashiro, Asato Samuel	Jeffersonville	IN	PE	
Turovskiy, Jeffrey	Denver	CO	PE	
Van Hove, Jay Matthew	Topeka	KS	PE	
Vandergrift, Christopher Lee	Lexington	KY	PE	
VanOstrand, Zachary	Eagan	MN	PE	
Ver Steeg, Jason Douglas	Prinsburg	MN	PE	
Vu, Dung Duc	Houston	TX	PE	
Walkowicz, Scott William	East Lansing	MI	PE	
Wanzek, Michael Richard	Bismarck	ND	PE	
Wiener, Tom Wayne	Millville	MN	PE	
williams, christopher john	Santa Fe	NM	PE	
Wynn, Casper Jay	Springfield	MO	PE	
Zach, Bryan	Spring Dale	AR	PE	
Zarebinski, Charles Robert	Lino Lakes	MN	PE	

10.5 Approval of Business License

10.5 Approval of Business License

Board Meeting Firm Report

For Business to Approve

Meeting Date: March 31, 2023

Company Name	City	State	Profession	Comment
Ad Astra Collaborative	Overland Park	KS	PE/LS	
Arise Design, LLC	Nunda	SD	AR	
Atlas Engineering, PLLC	Santa Fe	NM	PE	
Bell/Knott & Associates, Corporate Architects, P.C	Leawood	KS	AR	
Blue Skies Engineering, PLLC	Mandan	ND	PE	
CARI Consulting Engineers, PLLC	Tulsa	OK	PE	
CJW Transportation Consultants LLC	Springfield	MO	NA	
Cluck Design Collaborative PLLC	Charlotte	NC	AR	
Design Intent Architects	Fergus Falls	MN	AR	
Diversified Fall Protection	Westlake	OH	PE	
Dr. JB Turnmire, PE	Knoxville	TN	PE	
Duininck, Inc.	Prinsburg	MN	PE	
Econstruct USA LLC	Omaha	NE	PE	
Elevated Structural Consultants, LLC	SUMMERVILLE	SC	PE	
Frame Engineering	Sioux Falls	SD	PE	
Greg Riley, PE Structural Eng. Consultant	Tehachapi	CA	PE	
Harms Engineering, Inc.	Pasco	WA	PE	
ICON Technology, Inc.	Austin	TX	PE/AR	
IMEG Consultants Corp.	Rock Island	IL	PE/LS/LA	
Industrial Tower West, LLC	Fort Morgan CO 80701	CO	PE	
James F Turner Engineers, LP	Dallas	TX	PE	
JJK Group	Albuquerque	NM	PE	
JSN Engineering LLC	MOUND	MN	PE	
Kai David Haller Architects, Inc.	St Louis Park	MN	AR	
Lee and Company	Harrisonville	Mo	PE	
Legend Engineering, LLC	Heber City	UT	PE	

10.5 Approval of Business License

Board Meeting Firm Report

For Business to Approve

Meeting Date: March 31, 2023

Majid Engineering Consultants Inc.	Lake Oswego	OR	PE	
MAZZETTI, INC.	San Francisco	CA	PE	
MB Architecture and Design LLC	Little Falls	NJ	AR	
MCPHERSON CONCRETE	NEWTON	KS	PE	
MEP Green Design & Build, PLLC	Houston	TX	PE	
MVP Architects, LLC	Ashland	NE	AR	
Nexus Engineering, Inc	Modesto	CA	PE	
NTB Associates, Inc.	Shreveport	LA	LS	
Pinnacle Consulting, Inc.	Gilbert	AZ	PE	
Pinpoint Engineering LLC	Brookings	SD	PE	
Powers Brown Architecture NA, LLC	Houston	TX	AR	
Professional Engineering Services	MINNEAPOLIS	MN	PE	
Reigstad & Associates Inc.	Saint Paul	MN	PE	
Richard G Hofmeister II	Lodi	CA	AR	
Scott Allen McNamara Engineering	Fort Wayne	IN	PE	
Sightline Commercial Solutions LLC	Minneapolis	MN	PE	
SMILEY STRUCTURAL ENGINEERING LLC	Cumming	GA	PE	
Snake River Engineering	Caldwell	ID	PE	
Solph Engineering PLLC			PE	
Studio NYL-SD LLC	Boulder	CO	PE	
t r b ARCHITECTURE PC	Omaha	NE	AR	
TEMO, Inc.	Clinton Township	MI	PE	
The idGROUP, LLC	Dallas	TX	AR	
TP Architecture LLC	Oklahoma City	Ok	NA	
Ulteig Operations, LLC	White Plains	NY	PE/LS	
VH Consulting	Topeka	KS	PE	

10.5 Approval of Business License

Board Meeting Firm Report

For Business to Approve

Meeting Date: March 31, 2023

Walkowicz Consulting Engineers, L.L.C.	East Lansing	MI	PE	
Way South Architecture, LLC	INDIANAPOLIS	IN	AR	
WSE Engineering Services, Ltd.	Kasson MN 55944	MN	PE	
WTS Paradigm, LLC	Middleton	WI	PE	

11.0 Upcoming Meeting Dates

Annual, Zone, and Upcoming Meetings

DATES	MEETING	PLACE	BOARD ATTENDEES	PAID BY
April 27-29, 2023	NCEES All Zone meeting	Houston, TX	Callaghan, Thingelstad, Dyer	NCEES
June 15-17, 2023	NCARB Annual Meeting	Tampa, FL	Dekkenga, Dyer	NCARB
August 15- 18, 2023	NCEES Annual Business Meeting	Boston, MA	Callaghan, Dyer	NCEES
September 20-22	CLARB Annual Meeting	Henderson, NV	Dyer	CLARB

BOARD FUTURE MEETING DATES (Mountain Time)

May 19, 2023, 8:30am

July 28, 2023, 8:30am

12.0 Adjournment